

INTEGRATION

Facilitator's Integration Checklist



Development of Integration consists of goal setting, resume writing, cover letter writing, job search strategies, Labour Market research and interview techniques.

Development	✓
Resume writing (skills required or resume completed)	
Cover letter (sample completed)	
Job search strategies (discussed and plan developed)	
Labour Market research	
Interview techniques (practice required or techniques acceptable)	
Goal Setting	✓
Goals are clearly identified	
Using activities and exercises to develop goals Using the SMART model to identify elements needed to set and reach goals (file IN2 Smart goal setting)	
Review goals identified, identify steps to attainment – this may include research (file IN3 Planning- Next Steps)	
Write a short paper or chart goals, steps and timelines	
Learning Outcomes and Competencies	✓
Review past learning and competencies	
Prioritize learning to be built upon and/or learning outcomes needed for moving forward (file IN5 Experience and Learning Outcomes)	