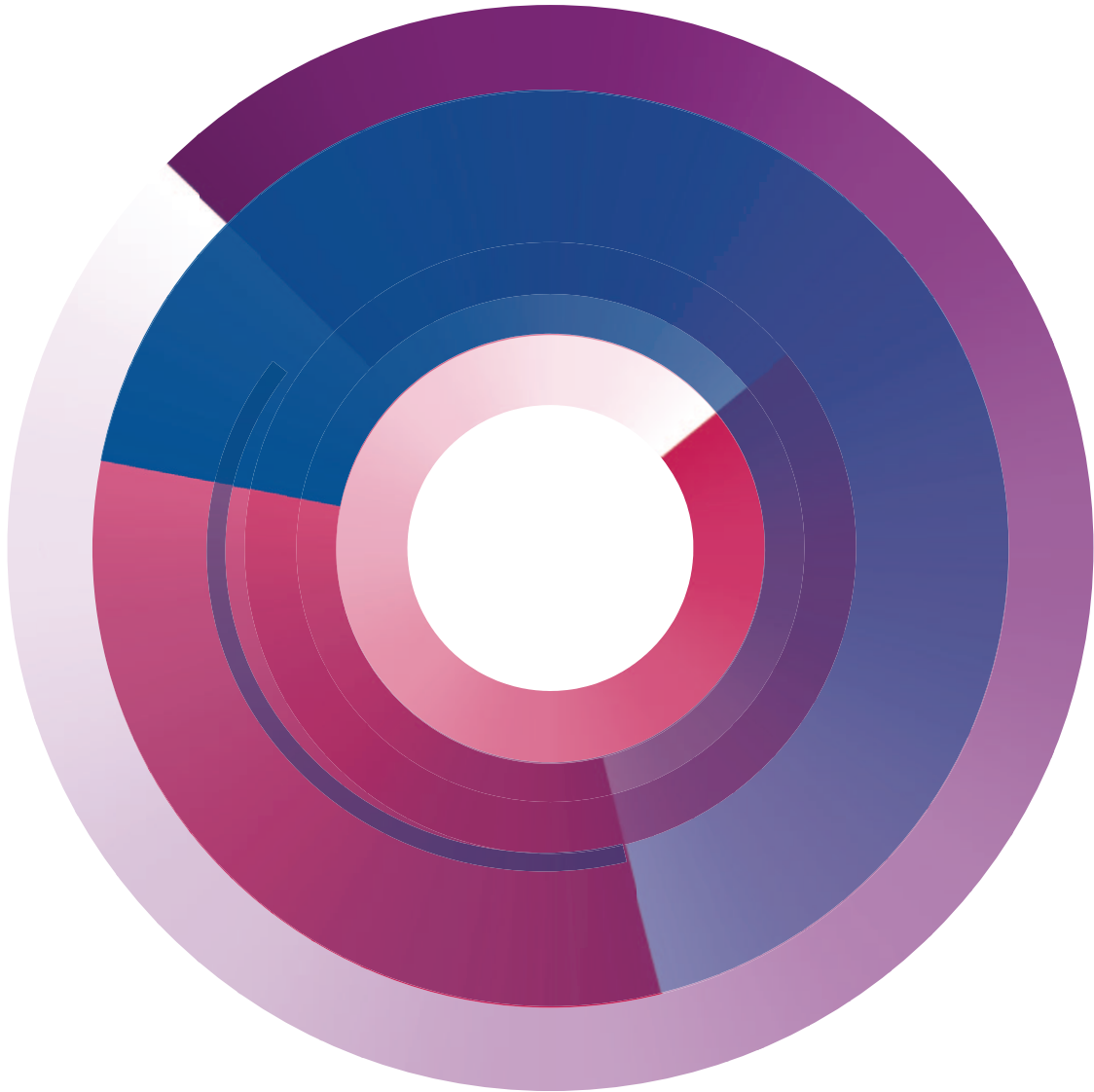


Collaboration

UNIT 2: PASSING THE PROBATIONARY PERIOD



Instructor Guide

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UNIT 2:

Passing the probationary period

Materials package

The materials package includes this guide, a PowerPoint presentation with notes for the instructor and a workbook.

Unit structure

The unit includes these sections:

- Collaborating to pass the probationary period
- Self-evaluation
- Stories
- What's next
- Answer key

Collaborating to pass the probationary period

The section includes examples of how learners could collaborate.

Self-evaluation

There are two self-evaluations:

- Self-evaluation 1 focuses on topics such as preparing and submitting documents on time and collaborating with the HR and payroll departments.
- Self-evaluation 2 focuses on topics such as taking the initiative, setting and respecting boundaries and working in a diverse and inclusive workplace.

SCORING

The self-evaluations are scored in the following way:

- Not at all well: 1 point
- Not very well: 2 points
- Pretty well: 3 points
- Very well: 4 points
- Extremely well: 5 points

How to use the self-evaluations

The self-evaluations can be used as a baseline, follow-up and needs assessment.

Each self-evaluation is scored separately.

BASELINE AND FOLLOW-UP ASSESSMENT

To measure gains, learners can take the self-evaluations as a baseline assessment at the beginning and repeat them as a follow-up assessment at the end of the unit.

NEEDS ASSESSMENT

To tailor the material to their needs, you can have learners take the self-evaluations as a needs assessment at the beginning of the unit. Learners' average scores for each self-evaluation can help determine which story they would benefit from.

Stories

There are two stories in this unit: Renee's story and Jessica's story.

Renee's story focuses on preparing and submitting documents on time and collaborating with the HR and payroll departments.

Jessica's story focuses on taking the initiative, setting and respecting boundaries and working in a diverse and inclusive workplace.

Each story has these sections:

- When to collaborate? Identify areas
- What does collaborating look like? Identify actions
- Why collaborate? Identify the purpose
- How can you collaborate effectively? Identify and practise strategies
- Apply what you've learned

The sections have tasks and reflection activities. They help learners share their previous experiences as well as practise and apply strategies.

The main focus of the activities is on collaboration. However, through some tasks, learners practise other skills for success, such as adaptability, communication, reading (with document use) and writing (with document use).

HOW TO USE THE STORIES

Based on the average score of the self-evaluation (when used as a needs assessment), there can be:

- Two groups of learners working on Renee's and Jessica's stories separately in one session
- All learners working on Renee's story only
- All learners working on Jessica's story only

HOW TO DETERMINE THE LEARNER'S NEEDS

- If the learner's average score for Self-evaluation 1 is lower than three points, the learner would benefit from Renee's story.
- If the learner's average score for Self-evaluation 2 is lower than three points, the learner would benefit from Jessica's story.
- If the learner's average scores for Self-evaluations 1 and 2 are lower than three points, they would benefit from Renee's story first. The learner can practise the activities in Jessica's story in another session, independently or with their employment counsellor or coach.
- If the learner's average scores for Self-evaluations 1 and 2 are higher than three points, they would benefit from Jessica's story. The learner can practise the activities in Jessica's story in another session, independently or with their employment counsellor or coach.

What's next?

This section teaches learners about health benefits, which they qualify for after they pass the probationary period. Learners practise reading a health benefits summary to understand health benefits coverage and coverage level. They also fill out an employee health benefits application form.

Answer key

This section includes answers for tasks that require specific answers as well as expected or possible answers for some tasks.

Forms for practice

This section includes blank forms for employee emergency contacts, direct deposit application and personal tax credits return. Learners can practise filling out these forms with their information in class, independently or with their employment counsellor or coach.