



A TURNING POINT
FOR WOMEN



CAP: CAREER ASSESSMENT AND PLANNING

FOR MEN AND WOMEN AT A CROSSROADS IN THEIR CAREERS

PHILOSOPHY

Career Assessment and Planning (CAP) operates on the premise that there is a suitable place for everyone in the world of work. With this in mind, participants engage in a journey of self-discovery where career options and dreams can be discovered, revisited and evaluated. Upon completing CAP, participants gain clarity of purpose and direction in their work life, and make career choices they can live with. At the end of the journey, participants walk away with a profound sense of self and an understanding of where they belong in the world of work.

CAP is a fee-for-service program for men and women from 18 years of age to retirement. With competitive rates, CAP is designed to serve a population of self-directed individuals who are able to learn in a fast paced environment.

WHO SHOULD TAKE CAP

People at a crossroads in their careers can benefit from CAP. It is most suitable for individuals who are:

- Exploring or are uncertain of their career direction
- Dealing with change, transition, or possible downsizing in their workplace
- Looking for new opportunities, promotions or long term plans for their work life
- Underperforming or feeling they may have chosen the wrong profession
- In need of career adjustment due to accident, illness or other unforeseen circumstances
- Considering starting their own business
- Making decisions about further education and training opportunities
- Youth wanting a non-parental and unbiased opinion about suitable and realistic occupations that match their interest, natural abilities and aptitudes
- Young adults preparing to choose university or college careers and uncertain about the most suitable choice
- Youth who have dropped out of school and are ready to look at future opportunities suitable to their learning and career needs

BENEFITS

- Empowerment through self-knowledge
- Reaffirmation and validation of strengths, natural aptitudes and abilities
- Awareness of suitable occupational choices and work environments
- Evaluation of realistic work expectations and occupational goals
- Job suitability to personality and individual work style
- Exploration of values and personal motivators
- Assessment of occupational interests & transferable skills
- A career profile and action plan with short and long term goals

SERVICES

CAP services can be customized to meet the career development and assessment needs of individuals or organizations seeking to downsize, reorganize, evaluate performances or expand staff capacity. CAP's flexible design allows program delivery from a variety of locations and through a roster of highly qualified professionals.

Individual Services \$550.00

- 5 hours of individual career counseling.
- MBTI - Myer-Brigg's Type Indicator (Personality type)
- Strong II - Strong Interest Inventory (Occupational Interests)
- Personality Dimensions (Temperament / Personality)
- Values Card Sort
- Skills Card Sort (optional)
- 250 page binder with detailed information and handouts of all the items and topics covered by the counsellors during the process.
- Latest updates on the Toronto area labour market

Appointments are arranged according to the availability of the participant and the counselor during business hours, evenings or weekends.

Corporate Services \$1200.00

In addition to the assessments included in the individual and group services, CAP Corporate services include:

- 8 hours of individual counseling and coaching
- EQ-I - Emotional Intelligence
- Learning Style Inventory
- Personal Effectiveness Inventory

Other Vocational Assessment Instruments Available (range of \$25 - \$125 each)

Participants requiring additional insights into their career profile may use any of the following tools and inventories in consultation with their counselor.

- Who Am I? (Occupational Interest/Personality match)
- WIAT-II Abbreviated (Basic Academic Skills)
- JSAI (Job Search Attitude Inventory)
- WOVS (Work Orientation & Values Survey)
- JVIS (Occupational Interests)
- Emotional Intelligence (Coping Skills)

CONFIDENTIALITY

CAP abides by YWCA Toronto confidentiality protocols protecting participant-counselor privilege. Results from the assessment inventories and self-assessment instruments, including the Career Profile and the Action Plan, remain the exclusive property of the participant and cannot be disclosed to employers, family members or referring agencies.

At times, clients might be encouraged to share the results of their assessments and career profile with their parents, employers or support networks to ensure they receive the help they may need but it is entirely up to the participant to disclose information pertaining to the Career Assessment and Planning process.

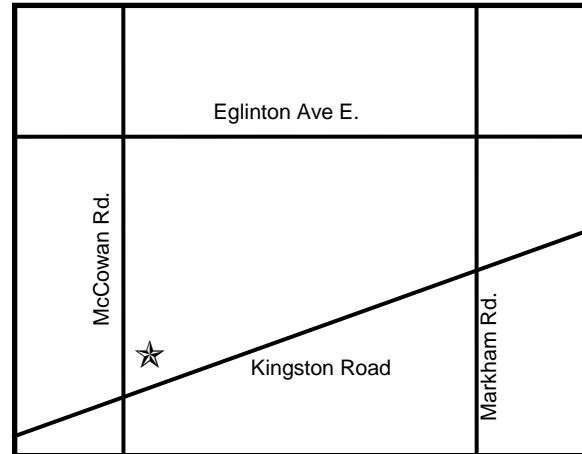
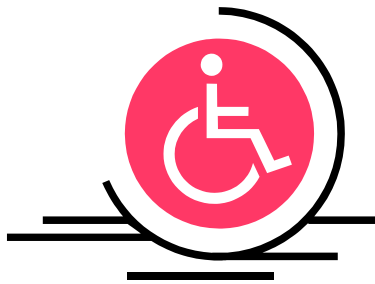
REGISTRATION & SERVICE DELIVERY

1. You can register on line or by phone. Payment must be received before services begin.
2. The first step is for you to complete a personality type inventory (MBTI) and an occupational interest inventory (Strong II) on line. To do this we will set up an account with Career ID and send your account information and password by email.
3. Once you've completed them, the results are sent to your counsellor who will contact you and set up an appointment to discuss location options.
4. It normally takes three appointments to complete the process but it may change based on your needs.
5. During the process you will have an opportunity to discuss any career matters concerning you -goals, fears, confusion, dreams, doubts, successes or failures.
6. At the end of the process you will walk away with:
 - ⊕ A binder of resources and information
 - ⊕ Interpreted results of five vocational assessment tools (MBTI, Strong II, Personality Dimensions, Work Values and Work Skills)
 - ⊕ A personal action plan

YWCA LOCATION

CAP is a portable service and it is offered at different locations. The administration of the program and one of the locations where services are offered is situated in Scarborough. Please talk to your counselor about other suitable location keeping in mind that availability and access may change from time to time.

Please let us know in advance if you require any accommodation to receive these services.



3090 Kingston Rd, Third Floor, Scarborough, ON M1M, 1P2
Toll Free: 1.866.460.5595 P: 416.531.3900 F: 416.531.3907
lifeskills@ywcatoronto.org www.ywcatoronto.org

YWCA STAFF

Marilda Tselepis
Director of Employment and Skills Development
mtselepis@ywcatoronto.org

Dolores Montavez-Ruz
Manager, Counsellor, Coach
dmontavez@ywcatoronto.org

Lea Rideout
Program Administrator
lrideout@ywcatoronto.org