



Employment Strategies for Professionals: Accounting

www.costi.org/onlineservices

Sign up for our interactive online course designed for accounting professionals. In the course you will learn about and explore:

- Sector specific terminology
- Work communication skills specific to each field
- Information about the regulatory bodies and the certification process related to working in this field in Ontario
- Job postings in the GTA
- Resume samples and formats
- Pathways, career maps, and online resources
- Relevant labour market information and useful links

You will also benefit from COSTI's on line facilitators, also employment consultants, who will assist you with your job search. In addition, you will have the opportunity to network with other course participants and learn from each other. Below is an overview of what will be covered in our Accounting course:

Module 1: Introducing Yourself and finding Labour Market Information

- ✓ The art of introducing yourself within the Canadian workplace
- ✓ Laying the foundation for all manner of professional self representation
- ✓ Provide a general overview of the labor market as it relates to the field of Accounting
- ✓ Begin the process of becoming comfortable with sector specific terminology and communication
- ✓ Incorporate networking strategies for personal and professional rewards
- ✓ Establish an awareness of the importance of lifelong learning

Module 2: Accounting in General

- ✓ Identify, match, and use Canadian terminology relating to public, private and governmental accounting based on participants' experiences, credentials, and goals
- ✓ Use appropriate terminology for the purpose of self-marketing in one of these areas of accounting
- ✓ Practice Accounting terminology

Module 3: Trends in Accounting

- ✓ Compare terminology for non-computerized accounting to computerized accounting
- ✓ Use accounting terminology correctly
- ✓ Review and discuss a variety of accounting software
- ✓ Identify differences between computerized accounting terminology used in Canada and other countries
- ✓ Identify and discuss strategies to overcome gaps for self and co-participants

Module 4: What Employers Want

- ✓ Compare terminology used to describe own hard and soft skills to terminology commonly used in Canada
- ✓ Match own credentials to Canadian equivalents and present in oral and written formats
- ✓ Describe previous work experiences and job titles using Canadian equivalents
- ✓ Discuss and strategize next steps for self and others
- ✓ Identify gaps in own hard and soft skills and begin strategizing solutions

Module 5: Job Searching Tools

- ✓ Interpret terminology in job ads
- ✓ Use appropriate Accounting terminology in targeted resumes & cover letters
- ✓ Develop effective interview skills using Accounting terminology
- ✓ Identify and access help to enhance finished products

Module 6: Business Communication

- ✓ Communicate effectively with manager, peers in a team situation and one-on-one
- ✓ Understand Canadian norms when communicating in writing in the workplace
- ✓ Understand protocols and procedures for participating in meetings, including: meeting etiquette, participation in the discussions, presentation of ideas
- ✓ Cues related to non-verbal communication and body language
- ✓ Strategies for communicating effectively through e-mail and other electronic medium
- ✓ Awareness of possible difficulties and strategies for overcoming them through self-reflection and forum discussions