



Curriculum Outline

The program is 28 hours in length and each session is 2-hours long. Typically groups meet twice a week for the training and then engage in a work experience so that the skills learned can be observed and validated by a trained coach/evaluator. The ideal cohort consists of 5-8 participants. A description of each session of the program follows.

Session	Purpose	Learning Objectives
Session 1: Overview	<p>The purpose of this session is to explain that this workshop is divided into two major sections. Section 1 consists of 5 sessions focused on building the essential “Work Ready” skills that will help participants be successful in their chosen career paths. Section 2 consists of 7 sessions focused on helping them learn to think, feel, and act positively as they begin to navigate their career paths.</p> <p>There are a total of 14 sessions including the Overview and Moving Forward sessions.</p>	<p>At the completion of this session participants will know:</p> <ol style="list-style-type: none"> 1. The workshop structure 2. The topics we will cover in this workshop 3. The workshop ground rules and expectations.
Session 2: Communicating in the Workplace	<p>The purpose of this session is for participants to understand the first “Work Ready” skill set – <u>Communicating in the Workplace</u> which is the foundation for all the other skills reviewed and discussed in the next few sessions.</p>	<p>At the completion of this session participants will know the steps to take to:</p> <ol style="list-style-type: none"> 1. Listen effectively 2. Start a conversation 3. Introduce themselves 4. Introduce other people 5. Ask a question.
Session 3 – Building Credibility in the Workplace (Part 1)	<p>The purpose of this session is for participants to understand the first 3 steps in the second set of “Work Ready” skills – <u>Building Credibility in the Workplace</u>. Building credibility is essential to success on the job because it is how they increase their trustworthiness and believability.</p>	<p>At the completion of this session participants will know the steps to take to:</p> <ol style="list-style-type: none"> 1. Get to work on time 2. Dress appropriately and be well-groomed 3. Be willing to learn.
Session 4 – Building Credibility in the Workplace (Part 2)	<p>The purpose of this session is for participants to understand the last 4 steps in the second set of “Work Ready” skills – <u>Building Credibility in the Workplace</u>. Building credibility is essential to success on the job because it is how they increase their trustworthiness and believability.</p>	<p>At the completion of this session participants will know the steps to take to:</p> <ol style="list-style-type: none"> 1. Follow instructions 2. Help others 3. Manage their personal lives 4. Respect others.



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Session 5: Decision Making and Problem Solving in the Workplace (Part 1)	The purpose of this session is for participants to understand the first 4 steps in the third set of “Work Ready” skills – <u>Decision Making and Problem Solving in the Workplace</u> . Being able to make decisions and solve problems are critical skills for any job.	At the completion of this session participants will know the steps to take to: <ol style="list-style-type: none"> 1. Make a decision 2. Decide what caused a problem 3. Ask for help 4. Make a complaint.
Session 6: Decision Making and Problem Solving in the Workplace (Part 2)	The purpose of this session is for participants to understand the last 5 steps in the third set of “Work Ready” skills – <u>Decision Making and Problem Solving in the Workplace</u> . Being able to make decisions and solve problems are critical skills for any job.	At the completion of this session participants will know the steps to take to: <ol style="list-style-type: none"> 1. Answer a complaint 2. Apologize 3. Deal with an accusation 4. Get ready for a difficult conversation 5. Negotiate.
Session 7: You Feel the Way You Think	The purpose of this session is to understand how and why thoughts determine feelings and actions. Participants can be happier, more productive, and increase their chances of successfully moving along their chosen career path if they are thinking in healthy, realistic ways.	At the completion of this session participants will know: <ol style="list-style-type: none"> 1. The thought/feeling link 2. The importance of the meaning they attach to events 3. How thoughts and feelings affect behavior 4. The ABC format.
Session 8: Spotting Risky Thinking	The purpose of this session is to explore the risky thinking that prevents participants from making accurate assessments of their experiences and negatively affects their feelings and actions. Risky thinking could be preventing them from reaching their short and long-term career goals.	At the completion of this session participants will know: <ol style="list-style-type: none"> 1. What risky thinking is 2. Why risky thinking is harmful to their job searching success 3. The 10 most common types of risky thinking 4. Their risky thoughts.



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Session 9: Tackling Your Risky Thinking (Part 1)	The purpose of this session is to begin to tackle risky thoughts using the ABC format. Tackling risky thinking will help participants move along their career paths.	At the completion of this session participants will know: <ol style="list-style-type: none"> 1. That thoughts are the foundation for how they feel 2. How to question negative thoughts 3. How to use the ABCs to manage their emotions.
Session 10: Tackling Your Risky Thinking (Part 2)	The purpose of this session is to continue to tackle risky thinking by expanding the ABC format. Tackling risky thinking will help participants move along their career paths.	At the completion of this session participants will know: <ol style="list-style-type: none"> 1. How to question their negative thoughts more closely 2. How to generate alternative thoughts 3. How alternative thoughts effect their feelings 4. How to plan alternative actions.
Session 11: Understanding and Managing Your Emotions	The purpose of this session is for participants to learn what emotions are, explore their emotions and understand them better and to manage their emotions more effectively. Understanding and being in charge of their emotions will result in feeling better about themselves and their lives and help them reach short and long-term career goals.	At the completion of this session participants will know: <ol style="list-style-type: none"> 1. Why understanding their emotions matters 2. That all emotions are normal 3. That avoiding unpleasant emotions can backfire 4. Tips for managing unpleasant emotions 5. The connection between emotions and navigating their career paths.
Session 12: Choosing Your Behavior	The purpose of this lesson is to build on the concepts that have been introduced in the previous lessons and apply them to choosing the actions that will help participants get ahead in their job searches.	At the completion of this lesson participants will know: <ol style="list-style-type: none"> 1. That they can choose their behavior 2. The main behavioral “stances” from which to choose 3. How to identify the behavior that will bring about the best results.



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Session 13: Building Your Self-esteem	The purpose of this session is to explore how participants feel about themselves and the impact of those feelings on their behavior and job searches.	At the completion of this session participants will know: <ol style="list-style-type: none">1. What self-esteem is2. Their level of self-esteem3. Techniques for building their self-esteem.
Session 14: Moving Forward	The purpose of this session is to explore how to stay motivated to keep moving forward as participants continue to navigate their career paths.	At the completion of this session participants will know: <ol style="list-style-type: none">1. What motivation is2. Why it is important to maintain their motivation during their job searches3. Tips for staying motivated and continuing to move forward.