

# **THE PREPARED CURRICULUM:**

## **FOR POST-SECONDARY AND CAREER READINESS**

### **Workforce Readiness Course Overview**

For a majority of students that are considering transitioning into the workforce from high school, it can be a rewarding experience, while for others, not so much. Students taking the steps to enter the workforce need to have a clear understanding of the basic training employers are looking for. This will be an important part of the hiring process student's face after high school.

All students have a right to graduate from high school with a feeling of hopefulness about his/her future and ready for further educational opportunities or entering the workforce. It is our program mission to prepare all students to become contributing members of their communities and the world by connecting high school graduates to the resources necessary for a successful transition into the workforce.

### **September**

#### **Week 1**

- Program Walkthrough
- Final Year of High School - Make It Count
- What are soft skills?
- Attending New Student Orientation
- Are you a first-generation student?

#### **Week 2**

- What are your strengths?
- What are your weaknesses?
- Avoiding Senioritis
- Making the Most of Your Senior Year
- What's on your transcripts?

#### **Week 3**

- Building Your Employment Support Team
- Job Search Tips for High School Students
- Creating a Professional Email Address
- How to Sell Yourself During a Job Interview
- Master the Interview



#### **Week 4**

- My Career Plan - Job Interview Questions and Answers
- Writing an Effective Resume
- Writing an Effective Cover Letter
- Exploring Employment/Career Options (CareerOnestop)
- Sample Interview Questions

### **October**

#### **Week 1**

- Building Positive Relationships with Your Teachers
- The Role of the School Counselor
- Meeting Local and State Graduation Requirements
- Turning in Classroom Assignments on Time

#### **Week 2**

- Will discipline and attendance affect your employment chances?
- Calculating Your Grade Point Average (GPA)
- Planning and Preparing for Employment
- Improving Your Employment Chances

#### **Week 3**

- Deciding on Employment Options
- The Art of Networking
- Career Blogs
- References - When and how many?

#### **Week 4**

- Types of Employment Opportunities
- Planning and Preparing for Today's Workforce
- After High School the Rules Change
- How to Make the Most of Your Senior Year

## November

### Week 1

- Building a Positive Relationship with Your Teachers and Faculty
- You Can't Drop Out of High School and Drop into a Great Job
- Tips for the Job Search
- Tips About Technology

### Week 2

- Information on Applying for a Job
- Sample Employment Application
- Important Decision Making and Problem-Solving Skills for the Workforce
- Types of Careers

### Week 3

- How to Land the Job You Want
- Skills to Get You Hired
- Making Your Resume Shine
- How to Research Employment Opportunities

### Week 4

- What can I do with this career?
- Social Media and Employment Opportunities
- How to Request Information from Employers
- What information will you need to complete your job application?

## December

### Week 1

- What are the components of an employment application?
- Tips for Teens - How to Find Your First Real Job
- How to Find Information on Employers' Websites
- What are workforce soft skills?

### Week 2

- What are employers looking for?
- Important Interpersonal Skills
- Understanding First Year Salaries
- How could I have known what mattered to a recruiter at a great company?



### **Week 3**

- How to Land a Job at a Great Company
- What are pensions and benefits?
- Budgeting 101
- Management and Self-Management

### **Week 4**

- Must Have Essential Job Skills
- What is Workforce Readiness
- Important Communication Skills
- By the Numbers

## **January**

### **Week 1**

- Important People Skills
- Important Social Skills
- Important Technical Skills
- Important Business Skills

### **Week 2**

- How to Develop Great Organizational Skills
- What are your post-secondary options?
- Working in a Diverse Workforce
- How to Land the Job You Want

### **Week 3**

- Taking College Admissions Test
- Ready for College and Ready for Work - Same or Different
- What is Career Planning
- Life Long Learning Skills

### **Week 4**

- Creating My High School Student Resume
- Requesting Professional Letters of Recommendations
- What Information to Provide Your Letter of Recommendation Writers
- What is my future job?



## February

### Week 1

- What are community colleges?
- What are vocational schools?
- Career Clusters
- Career Clusters Framework

### Week 2

- Landing a Job Before High School Graduation
- Researching Potential Employers
- Important Job Interviewing Skills
- Potential Interview Questions from Employers

### Week 3

- Time Management and the Job Interview
- Questions to Ask Supported Employment Providers
- Time of Arrival
- Dress to Impress

### Week 4

- When to Follow Up
- Sending Thank You Letters
- Importance of Organizational Skills
- Character Counts in the Workplace

## March

### Week 1

- Opening a Checking and Savings Account
- Glossary of Abbreviation and Terms
- What will it cost to be me?
- The More You Learn; The More You Earn
- Top 15 Jobs That Require Little or No Experience
- Work at Home Careers

### Week 2

- What are credit-reporting agencies?
- What information is reported?
- How to Build Positive Credit
- What's your credit score?
- Will your credit affect you being hired?



### **Week 3**

- What are employment clearances?
- What are FBI finger printing clearances?
- What Paperwork is Needed to Get Hired
- What's next if you don't land the job?
- Comparing Multiple Employment Offers

### **Week 4**

- What are employee benefits?
- What are 401K's?
- How much vacation time is enough?
- Relocating for the Right Job Opportunity
- What Impresses Employers
- Preparing for Your High School Finals
- Getting Organized for Your Final Exams