



DAY ONE: GETTING YOURSELF READY

Student Learning Outcomes

By the end of this day, participants will be able to:

- Understand the ACHIEVE program and expectations.
- Determine their own values and understand how those values will affect their ability to carry out duties.
- Identify the importance of doing what is right.
- Learn ways to adjust their mental approach to daily living

Course Outline

A. Starting Off Right

Housekeeping
Class Constitution
Overview of ACHIEVE program

B. Character Counts

Integrity
Ethics
Work Values
Stages of Moral Development

C. Application/Review/Assessment

Activity: What will you do?
Case Scenarios

D. Health and Wellness (45 minutes)

Mental Approach: Aloha Spirit

E. Plan for tomorrow

F. Inspiration

Optimist Creed



DAY TWO: IDENTIFYING YOU

Student Learning Outcomes

By the end of this day, participants will be able to:

- Identify individual personality types
- Identify personal strengths, weaknesses, opportunities and threats
- Set individual goals that are Specific, Measurable, Attainable, Realistic, and Timely
- Begin to identify personal transferrable skills

Course Outline

A. Tell Me Who You Are

Personality Puzzle

B. Make it Work for You

Personal SWOT Analysis
SMART Goal Setting
Transferable Skills

C. Application/Review/Assessment

People We Know
Case Studies

D. Health and Wellness (45 minutes)

Focus on Your future: Dream Collogue

E. Plan for tomorrow

F. Inspiration

Lincoln's Gettysburg Address



DAY THREE: BECOMING HIRABLE

Student Learning Outcomes

By the end of this day, participants will be able to:

- Explain the basic attitudes and skills needed to be a successful employee.
- Demonstrate the skills and awareness required to ensure employees have a fair and successful work experience.
- Explain the personal qualifications, interests, aptitudes, knowledge, and skills necessary to succeed in careers.
- Explain how self-image is linked to personal attitude

Course Outline

A. Conceiving a Career

Career Assessments
Career Planning
Career Resources

B. Resume Reality

Purpose of Resumes
Detailed Elements of a Resume
Good and Bad Resume Examples
Do's and Don'ts

C. Application/Review/Assessment

The Job Hunting Handbook

D. Health and Wellness (45 minutes)

Self Image, Self Esteem, and Self Efficacy

E. Plan for tomorrow

F. Inspiration

“Oh The Places You’ll Go”



DAY FOUR: GETTING HIRED

Student Learning Outcomes

By the end of this day, participants will be able to:

- Understand how career planning can affect future options.
- Use current tools to identify occupational opportunities.
- Identify current jobs available in the local market area and how to search for them.
- Successfully complete an application, both online and standard, and what documents to include.

Course Outline

A. Go Dog Go! (Part One)

Hot Careers and Emerging Jobs
Pounding the Keyboard, the New Networking

B. Go Dog Go! (Part 2)

Filling out Applications
Review of Job Application
Letters of Recommendation
Employment Recommendations
Character References
Requesting Letters of Recommendation

C. Application/Review/Assessment

Start Looking, Start Writing

D. Health and Wellness (45 minutes)

Why Watch What You Eat?

E. Plan for tomorrow

F. Inspiration

Chicken Soup for the Soul



DAY FIVE: BECOMING COMPUTER LITERATE

Student Learning Outcomes

By the end of this day, participants will be able to:

- Demonstrate basic knowledge of computer-based technology that helps you get your work done.
- Successfully navigate the internet in performing job related tasks
- Utilize email to send and receive messages and associated tools
- Complete Resume and Cover letter through word processing program.

Course Outline

A. Technology 101

Computer Basics
Word Processing

B. Technology 102

Internet
Email
Devices on-the-go

C. Application/Review/Assessment

Set up email
Complete Resume and Cover Letter

D. Health and Wellness (45 minutes)

I Like to Move It – Exercise Basics

E. Plan for tomorrow

F. Inspiration

Video – Who Moved My Cheese?



DAY SIX: FINE TUNING YOU

Student Learning Outcomes

By the end of this day, participants will be able to:

- Identify the benefits of verbal communication.
- Describe and interpret non-verbal communication.
- Recognize and avoid barriers to verbal communication.
- Demonstrate ability to ask for clarification and offer feedback.

Course Outline

A. Managing Other People's Perceptions

Categories of Non-verbal Communicaitons

B. Looking Good, Talking Good

What did He Say?

Exceptional Presenters

Non-verbal communication

C. Application/Review/Assessment

Interview Questions and Answers

D. Health and Wellness (45 minutes)

Shining From the Inside: Attitude, Health, and Success

E. Plan for tomorrow

F. Inspiration

“Power of a Super Attitude”



DAY SEVEN: NAILING THE INTERVIEW

Student Learning Outcomes

By the end of this day, participants will be able to:

- Identify steps, evaluate, and discuss developing the skills necessary to prepare for and complete the job interview process successfully.
- Develop written materials to share their credentials at a practice job interview.
- Evaluate their job interview skills.
- Participate in a mock interview.

Course Outline

A. Inner Circle/Outer Circle

B. It's All About the Interview

Traditional Face-to-Face Interviews
Panel/Committee Interviews
Telephone Interviews
Group Interviews
Lunch/Dinner Interviews
Stress Interviews
Types of Interview Questions

C. Seven Tips for Excelling at Internal Interviews

D. Application/Review/Assessment

Interview Hot Seat

D. Health and Wellness (45 minutes)

How Stressed Are You?

E. Plan for tomorrow

F. Inspiration

Meditation Activity



DAY EIGHT: THE INTERVIEW

Student Learning Outcomes

By the end of this day, participants will be able to:

- Evaluate their job interview skills.
- Participate in a mock interview.

Course Outline

A. Graceful Exit

B. Practice and More Practice

Class Preparation for Interview

C. Application/Review/Assessment

Hot Seat: Second Interview Practice

D. Health and Wellness (45 minutes)

Dealing with Rejection

E. Plan for tomorrow

F. Inspiration

Carnegie Quotes



DAY NINE: GETTING ALONG WITH OTHERS

Student Learning Outcomes

By the end of this day, participants will be able to:

- Identify unspoken expectations.
- Define time management.
- Define diversity and identify workplace diversity issues.
- Identify and define similarities and differences between conflict and communication.

Course Outline

A. Candy Quiz

B. Retaining and Excelling at your Job

Unspoken Expectations
Competencies

C. Can't We Just Get Along? Conflict, Diversity, and Teamwork

D. Application/Review/Assessment

Role Play Scenarios

D. Health and Wellness (45 minutes)

Keeping Your Balance with Time Management
Benefits
Time Bandits
Prioritizing, Preparation, and Planning
Scheduling and Execution

E. Plan for tomorrow

F. Inspiration

Time Management Quotes



DAY TEN: THE WHOLE YOU

Student Learning Outcomes

By the end of this day, participants will be able to:

- Identify goals of program.
- Detail top ten reasons someone is fired.
- Complete their journals.

Course Outline

A. Review of Past Nine Days

B. Top Ways to Get Fired

C. Application/Review/Assessment Everything Else – Part 2

D. Health and Wellness (45 minutes) The Next Step

E. Plan for tomorrow

F. Inspiration Toast for Success: Sparkling Cider and an Irish Blessing