

Workplace Readiness Program

45 hours of Instruction

(Monday – Thursday 9-12, 1-3 & Friday 9-12)

Non-credit (no-fee)

ACHIEVE

- **A**ttitude
- **C**ommunication
- **H**ealth and Wellness
- **I**ntegrity
- **E**mootional Intelligence
- **V**alue
- **E**ducation

Health and Wellness

- Concepts incorporated into every day lessons
- Topics will include:
 - Nutrition
 - Exercise
 - Stress Management
 - Self Discipline
 - Self Image

WEEK ONE

- Day **One** - Expectations/Goal Setting
- Day **Two** - Know yourself
- Day **Three** - Becoming Hireable
- Day **Four** - Getting Hired
- Day **Five** - CANDO

WEEK TWO

- Day **Six** - Fine tuning the product
- Day **Seven**-Prepare, Practice and Perform
- Day **Eight** - Retaining your Job
- Day **Nine** - Getting Along with Others
- Day **Ten** - The Whole You!

Day One

- Housekeeping
- Class Constitution
- Character
 - Integrity/Ethics
 - Stages of Moral Development
- Goal Setting
- Achievement Plan
 - Measurable goals (short/long)

Day Two

- Personality Inventory
- Career Assessment Campus Career Center
- Personal SWOT analysis
- Communication Styles
- Leadership Styles

Day Three

- Research “Hot Careers” and “Emerging jobs”
- Preparing for the job
 - Review Resume Building Skills
 - Questions and answer
 - Cold Calling

Day Four

- Getting Hired
 - Dress to impress
 - Personal Hygiene Vocabulary review for type of job
- Research companies
- Visit companies or network to research
- Ten top reasons why people get fired from their jobs

Day Five - CANDO

- **C**omputer **A**pplications **N**etworks **D**eveloping **O**perating Systems
- Lab:
 - Research
 - Applications
 - Electronic Resumes
 - Applying Online
 - Visit potential job postings

Day Six

- Fine tuning the product “YOU!”
 - Final Resume, cover letter
- Presenting the Product
 - Sound-bites for Success or “Elevator Speech”
 - Managing Perceptions
 - Preparing the Checklist

Day Seven

- Prepare, Practice, and Perform the Interview
 - Nailing the interview
 - Interview
 - Hand write responses to questions
 - Mock Interviews
 - The process
 - Thank you letters
 - Follow Up

Day Eight

- Retaining/Excelling at your job
- Unspoken Expectations
- Review Handbooks
- Learn internal policies and procedures

Day Nine

- Diversity
- Problem Solving
- Teambuilding
- Synergy
- Communication
- Sexual Harassment/ Sexism

Day Ten

- Health and Wellness
 - Recap Health and Wellness topics
 - Recap ACHIEVE
 - Review goals
 - Finalize Journals
 - What's Next?