



| Lesson Day Plan for FRIDAY | | | | |
|--|--------------------------|-----------------|--|---|
| Start Time | Activity Duration | End Time | Lesson Title (include breaks) | Training Method/ Activity Exercise |
| 9:00AM | 15 mins | 9:15AM | Welcome to CEO/ Agenda for the day | Lecture |
| 9:15AM | 15 mins | 9:30AM | Modified Circle Opening (30 mins) | Participatory |
| 9:30AM | 30 mins | 10:00AM | Intro to CEO *Expectations and Benefits of CEO *Agenda Setting for the Day / Q & A *Hand out Frequently Asked Questions | Lecture |
| 10:00AM | 45 mins | 10:45AM | Documentation Process *Enrollment Documents *Fill Out "Employment Package" | Lecture |
| 10:45AM | 30 mins | 11:15AM | Rules and Regulations | Lecture |
| 11:15AM | 15 mins | 11:30AM | Break | |
| 12:15PM | 45 mins | 1:00PM | Schedule for the Week | Exam |
| 1:00PM | 30 mins | 1:30PM | Lunch Break between Tests | |
| 1:30PM | 15 mins | 1:45PM | Home Work for the Weekend: *Tell Me About Yourself - Pitch | Interactive |
| 1:45PM | 150 mins | 4:15PM | How to Build a Business Game | Interactive |
| Closing Circle (issue of closing Friday on a good way) | | | | |

| Lesson Day Plan for MONDAY | | | | |
|-----------------------------------|--------------------------|-----------------|--|---|
| Start Time | Activity Duration | End Time | Lesson Title (include breaks) | Training Method/ Activity Exercise |
| 9:00AM | 15 mins | 9:15AM | Modified Circle Opening | Participatory |
| 9:15AM | 15 mins | 9:30AM | Agenda Setting for the Day / Q & A | Participatory |
| 9:30AM | 15 mins | 9:45AM | Intro to CEO Values | Lecture/Participatory |
| 9:45AM | 60 mins | 10:45AM | Overview of 2 CEO CP's *Cooperation with Supervisors *Effort at Work | Participatory |
| | | | Respect | Mini Module |
| 10:45AM | 60 mins | 11:45AM | Statement of Purpose of Being at CEO * Primary Goal Settings | Participatory |
| 11:45AM | 30 mins | 12:15PM | Lunch Break | |
| 12:15PM | 30 mins | 12:45PM | Time Management | Exercise |
| 12:45PM | 60 mins | 1:45PM | H.W Review on *Tell Me About Yourself - Pitch | Practice Exercise |
| 1:45PM | 15 mins | 2:00PM | Home Work: <i>Resume Template for Tuesday</i> | Sheet |
| Closing Circle | | | | |

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| Lesson Day Plan for TUESDAY |
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| Start Time | Activity Duration | End Time | Lesson Title (include breaks) | Training Method/ Activity Exercise |
|--|-------------------|----------|--|------------------------------------|
| 9:00AM | 15 mins | 9:15AM | Modified Circle Opening | Participatory |
| 9:15AM | 15 mins | 9:30AM | Agenda Setting for the Day / Q & A | Participatory |
| 9:30AM | 15 mins | 9:45AM | Handing in HW on: Resume Template | Participatory |
| 9:45AM | 60 mins | 10:45AM | Overview of 2 CEO CP's *Show Up On Time *Cooperation with Co-workers | Participatory |
| 10:45AM | 15 mins | 11:00AM | Responsibility | Mini Module |
| | | | Network | Lecture |
| 11:00AM | | 11:30AM | Lunch Break | |
| 11:30PM | 45 mins | 12:15PM | How to Job Search and Network | Lecture |
| 12:15PM | 45 mins | 1:00PM | Basics of Communication *Appropriate Communication *Channel Switch *Non-Verbal Communication *Eye Contact Powers *Persuassion *Grilled Face Vs Cheese Face *Versatility Techniques | Interactive |
| 1:00PM | 30 mins | 1:30PM | Job Interview Basics *Convition Question *Preparing for an Interview *Do's and Don'ts *Review on: Tell me About Yourself *Thank you Notes | Interactive |
| 1:30PM | 15 mins | 1:45PM | Home Work: Networking | |
| Closing Circle | | | | |
| T.J ORIENTATION /BOOTS & ID's | | | | |

| Lesson Day Plan for WEDNESDAY | | | | |
|--------------------------------------|-------------------|----------|--|---|
| Start Time | Activity Duration | End Time | Lesson Title (include breaks) | Training Method/ Activity Exercise |
| 9:00AM | 15 mins | 9:15AM | Modified Circle Opening | Participatory |
| 9:15AM | 15 mins | 9:30AM | Agenda Setting for the Day / Q & A | Participatory |
| 9:30AM | 30 mins | 10:00AM | Overview of Last CEO CP's * Personal Presentation | Scenarios/Vignettes CEO CP's Poster? |
| 10:00AM | 15 mins | 10:15AM | CEO Value Attitude | Mini Module |
| 10:15AM | 60 mins | 11:15AM | Home Work Review on: <i>Networking</i> | Mock Interviews |
| 11:15AM | 30 mins | 11:45AM | Lunch Break | |
| 11:45AM | 60 mins | 12:45PM | Orientation on CEO Process by JD, TJ, RS | Presentation |
| 12:45PM | 60 mins | 1:45PM | Budgeting CHASE Health | Presentation |
| 1:45PM | 15mins | 2:00PM | Home Work : *Interview Practice | |

Closing Circle

Lesson Day Plan for THURSDAY

| Start Time | Activity Duration | End Time | Lesson Title (include breaks) | Training Method/ Activity Exercise |
|-------------------|--------------------------|-----------------|---|---|
| 9:00AM | 15 mins | 9:15AM | Modified Circle Opening | Participatory |
| 9:15AM | 15 mins | 9:30AM | Agenda Setting for the Day / Q & A | Participatory |
| 9:30AM | 15 mins | 9:45AM | CEO CP's REVIEW | Mini Modules |
| 9:45AM | 45 mins | 10:30AM | Mock Interview Practicing | Interactive |
| 10:30AM | 30 mins | 11:00AM | Lunch Break | |
| | | | Review Core Concepts and other Modules *Recap on Statement of Purpose *Recap Goal Setting | |
| 11:00AM | 60 mins | 12:00PM | *Recap Time Management | Lecture |
| 12:00PM | 15 mins | 12:15PM | Closing Celebration | Interactive |
| | | | Closing Circle and <i>Remind our Participants about our CEO Customer Service Commitment that participants can come back if they have a problem</i> | LSE AWARD CERTIFICATE |
| 12:15PM | 15 mins | 12:30PM | | |
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