



## Module 1 – Introduction to Career Solutions

- Warm up, orientation, participant and trainer introductions
  - Create your name card
- Review today's agenda (Visual Schedule introduction)
- Activity 1: **Tell Us About Yourself**
  - Activity 1a: 3 things about yourself that you will share with the group
  - Activity 1b: ask for contact info
- Activity 2: **Workplace “norms”**
- Activity 3: **Time Clock**
  - distribute time cards to each participant • clock in at 9:30am
- Activity 4: **Your Support Team**
  - Who is on your team? Write out on erase board
- Activity 5: **Dress Code** for Career Solutions training
  - business casual: khakis, collared shirt, etc.
  - watch *Dress for Success* video
  - participate during video to identify what is appropriate dress for each workplace
  - complete follow up activity sheet
- Handout **Personal Training Binders**
  - discuss how they are to be used: “new activity” and “completed” pockets
  - explain this to your support team!
- Self-Study Activity **A: What kind of jobs am I interested in / qualified for?**
  - review handout
    - what skills/qualifications do you currently have/possess
    - what skills are you hoping to learn in this training?
    - what is your dream job/where do you want to work?
- Self-Study Activity **B: What is a support team & who is on my team?**
  - review handout
- Self-Study Activity **C: My Path to Employment**
  - review handout
- Review today's Module
- Review self-study activities for understanding
- Pack up binder, self-study materials
- Clock out
- Meet at front door for pick up

Instructor: complete assessment/rating sheet for each participant

## Module 2 – Vision Board + What skills do I need?

- Warm up, clock in • display your name card
- Review today's agenda (Visual Schedule)
- Review last week's Self-Study activities



## ➤ Module 2 – Vision Board + What skills do I need? (cont.)

- List Support Team from S-S Activity B on white board
- Activity 1: **Creating your “Vision Board”**
  - introduce Makini & activity • show Maddie’s as example
- Activity 2: **What are the 2 kinds of skills you need to get a job?**
  - Identifying People Skills
  - Identifying Job Skills
  - What are the differences between “People Skills” and “Job Skills”?
- Activity 3: **What skills do employers?**
- Self-Study Activity A: **What skills/qualifications do I have need for the job(s) I want?**
- Review today’s Module
- Review self-study activities for understanding
- Pack up binder, self-study materials
- Clock out
- Meet at front door for pick up

Instructor: complete assessment/rating sheet for each participant

## Module 3 – Applying & preparing for a job

- Warm up, clock in • display your name card
- Review today’s agenda (Visual Schedule)
- Review last week’s Self-Study activities
- Activity 1: **How to complete a job application**
  - Starbucks job application
- Self-Study activity A: **Completing a job application** (Starbucks job application)
  - Save this & keep in a safe place - *this is your template/information for future applications*
- Activity 2: **Questions to expect on job application and/or interview**
- Self-Study Activity B: **My answers to 3 common interview questions**
- Review today’s Module
- Review self-study activities for understanding
- Pack up binder, self-study materials
- Clock out
- Meet at front door for pick up

Instructor: complete assessment/rating sheet for each participant

## Module 4 – What is an I Am Ready Presentation?

- Warm up, clock in • display your name card
- Review today’s agenda (Visual Schedule)
- Review last week’s Self-Study activities
- Discussion: What is an **I am Ready** presentation?



## Ready 2 Work Career Solutions Training - Course Outline



### ➤ Module 4 – What is an I Am Ready Presentation? (cont.)

- key elements to include? What makes it so impactful with hiring managers?
- how the DSAGSL is going to help you create *your* customized video resume
- Show video resume sample (Andrew S.)
  - Discuss the key elements of the video & how will help them
- Activity 1: What to include in your **I am Ready** presentation (classroom & self-study activity)
- Self-Study Activity **A**: What to include in your **I am Ready** presentation
- Self-Study Activity **B**: Write our 1<sup>st</sup> draft of **I am Ready** presentation
- Self-Study Activity **C**: **What have I learned in Career Solutions training**, so far?
- Review today's Module
- Review self-study activities for understanding
- Pack up binder, self-study materials
- Clock out
- Meet at front door for pick up

Instructor: complete assessment/rating sheet for each participant

### Module 5 – Preparing Your Presentations

- Warm up, clock in • display your name card
- Review today's agenda (Visual Schedule)
- Review last week's Self-Study activities
  - They read their first drafts to the class
  - Ask for class's feedback, instructor's feedback & suggested revisions
- Activity 1: Reviewing your goals for Career Solutions
  - Enter goals from CS application
  - Discuss progress, areas to work on
- Self-Study Activity **A**: Reviewing your goals/progress with Support Team
- Activity 2: Re-write on your draft **IAR** version with suggested edits
  - Read your updated presentation to the class (*time permitting*)
- Self-Study Activity **B**: Continue working on your final **IAR** version
  - Review with Support Team & add their suggestions, if applicable
- Activity 3: Re-write on your draft **Answers to 3 interview questions** with suggested edits
  - Read your updated answers to the class (*time permitting*)
- Self-Study Activity **C**: Continue working on your final **Interview questions** version
  - Review with Support Team & add their suggestions, if applicable
- Activity 4: Working on your final **What I learned (so far)** version with suggested edits
  - Read your updated answer to the class (*time permitting*)
- Self-Study Activity **D**: Continue working on your final **What I learned (so far)** version
  - Review with Support Team & add their suggestions, if applicable



## Module 5 – Preparing Your Presentations (cont.)

- Review today's Module
- Review self-study activities for understanding
- Pack up binder, self-study materials
- Clock out
- Meet at front door for pick up

Instructor: complete assessment/rating sheet for each participant

## Module 6 – Mastering Your Presentations

- Warm up, clock in • display your name card
- Review today's agenda (Visual Schedule)
- Review last week's Self-Study activities
- Discuss their presentation "final version" progress
  - Did you receive feedback, revisions from your support team?
    - Ask for them to share examples of tweaks, if applicable
- Read your *final* versions (IAR, Interview ?s, What I Learned)
  - Offer feedback & suggested revisions, if needed (*last time*)
  - If necessary, instructor writes tweak(s) on their copy & ask them to re-write (at home)
- Self-Study Activity **A**: Type your *final version* of your **I Am Ready** Presentation
- Introduce Dress Rehearsal for next week
  - Dress for success
  - Rehearse your IAR presentation throughout the week - *be ready!*
  - Have your typed, final version with you
  - There will be a "manager" here to ask you the interview questions & listen to your IAR!
- Review today's Module
- Review self-study activities for understanding
- Pack up binder, self-study materials
- Clock out
- Meet at front door for pick up
- Instructor: complete assessment/rating sheet for each participant

## Module 7 – Dress Rehearsal

- Warm up, clock in • display your name card
- Review today's agenda (Visual Schedule)
- Activity 1: **Are you ready?**
  - Read/share your IAR final, final - typed version to the class
  - Read/share your answers (interview questions) with the class
  - Ask: "Are you ready?" **Be confident and make a great 1<sup>st</sup> impression!**
- Activity 2: Introduce Hiring Manager
  - Each person will answer 1 interview question, and share their IAR presentation!
  - Ask Manager for feedback
  - Show encouragement and support after each presentation



## Ready 2 Work Career Solutions Training - Course Outline



### ➤ Module 7 – Dress Rehearsal (cont.)

- Review today's Module
- Review self-study activities for understanding
- Pack up binder, self-study materials
- Clock out
- Meet at front door for pick up
- Instructor: complete assessment/rating sheet for each participant

### Module 8 – Completion and Next Steps

- Email support team: scheduling your personalized 45-minute video sessions @ DSAGSL
- Thank participants and support team for their efforts & acknowledge their achievements
- Explain Pop Up Marketplace - their role • Offer our continued assistance and support
- Certificate Presentation

### Creating Your Personalized Video Resume

- Schedule individual 45-minute video recording at DSA office for each graduate
- DSAGSL will create for each graduate:
  - edited, personalized video resume (see sample here: [https://youtu.be/xhNeP1\\_v3J0](https://youtu.be/xhNeP1_v3J0))
  - QR code link for video resume ("unlisted/not public" on DSAGSL's YouTube channel)
  - standard resume with video QR code, upon request