

People's Arc- Vocational Services- Draft Curriculum

Pathways to Employment: Job Club Curriculum

Total Duration: 12 weeks

Sessions: 1 session per week

Session Length: 2 hours per session

Curriculum Outline

Week 1: Introduction and Goal Setting

Session Goals: Introduce participants to the job club and set personal employment goals.

Activities:

- Icebreaker activities to build rapport among participants.
- Discussion about individual interests, skills, and aspirations.
- Set SMART goals (Specific, Measurable, Achievable, Relevant, Time-bound) for job search.

Week 2: Understanding the Job Market

Session Goals: Explore the job market and understand different types of employment.

Activities:

- Overview of local job market trends and industries.
- Discussion on various job roles and what they entail.
- Research potential job opportunities in the community.

Week 3: Developing a Resume

Session Goals: Create or update a resume.

Activities:

- Explanation of resume components (contact information, work experience, skills).
- Workshop: Participants create or revise their resumes with guidance.
- Sharing resumes for peer feedback.

Week 4: Job Applications

Session Goals: Learn how to complete job applications effectively.

Activities:

- Discussion on different types of job applications (online, paper).
- Workshop: Practice filling out job applications.
- Tips for highlighting strengths and experiences.

Week 5: Interview Skills

Session Goals: Prepare for job interviews.

Activities:

- Overview of common interview questions and types of interviews.
- Role-playing interviews with peer feedback.

- Tips for managing anxiety and presenting oneself confidently.

Week 6: Workplace Etiquette

Session Goals: Understand professional behavior and workplace expectations.

Activities:

- Discussion on workplace etiquette (punctuality, communication, teamwork).
- Scenarios and role-playing to practice appropriate responses.
- Sharing personal experiences related to workplace interactions.

Week 7: Soft Skills Development

Session Goals: Enhance essential soft skills for the workplace.

Activities:

- Focus on skills such as communication, problem-solving, and adaptability.
- Group activities and exercises to practice soft skills.
- Reflection on how these skills apply to various job settings.

Week 8: Networking and Job Search Strategies

Session Goals: Learn effective networking and job search techniques.

Activities:

- Discussion on the importance of networking and building connections.
- Strategies for using social media and job boards.
- Create a list of networking contacts and resources.

Week 9: Workplace Accommodations and Rights

Session Goals: Understand employee rights and available accommodations.

Activities:

- Overview of the Americans with Disabilities Act (ADA) and employee rights.
- Discussion on identifying and requesting workplace accommodations.
- Sharing personal experiences related to accommodations.

Week 10: Job Retention Skills

Session Goals: Learn skills for maintaining employment.

Activities:

- Discussion on the importance of job retention and ongoing development.
- Strategies for dealing with challenges on the job.
- Role-playing scenarios to practice conflict resolution and communication.

Week 11: Mock Interviews and Feedback

Session Goals: Practice interviewing skills in a realistic setting.

Activities:

- Conduct mock interviews with local employers or volunteers.
- Provide constructive feedback and encouragement.
- Discuss the importance of follow-up after interviews.

Week 12: Celebration and Next Steps:

Session Goals: Reflect on learning and outline future job search plans.

Activities:

- Celebrate achievements and progress made during the program.
- Participants present their personal job search plans or goals.
- Provide resources for continued support and job placement assistance.

Support and Resources

Facilitators: Trained staff or volunteers with experience in job coaching and working with individuals with developmental disabilities.

Materials Needed: Handouts, resume templates, job applications, interview guides, and access to computers/internet for research and applications.

Conclusion

This job club curriculum is designed to empower individuals with developmental disabilities by providing them with the skills, knowledge, and confidence needed to successfully navigate the job market. By fostering a supportive community, participants can share experiences, learn from one another, and build the tools necessary for employment success.