

# First and Forth LLC

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## Workplace Readiness Training to Develop Social Skills and Independent Living for Potentially Eligible: (1007X)

### 1: Work Behaviors and Social Skills

- What is acceptable work behavior?
- What topics are ok to discuss with coworkers; which are not – and why?
- Work behaviors in different settings
- Soft Skills: what does that term mean and how does it relate to you?
- How to “feel out” social situations at work
- Work Life vs. Personal Life differences
- Social Media: do’s and don’ts as it relates to work and your coworkers

#### Rating Scale:

- Level 1 Does not yet meet acceptable standard: Need for skill development and improvement
- Level 2 Meets acceptable standard: Emerging understanding but mastery is not thorough
- Level 3 Approaching standard of excellence: Solid understanding and performance
- Level 4 Standard of Excellence: exemplary understanding and performance

Explanation of rating:

### 2: Communication and Supervision

- What does your supervisor expect from you that they aren’t saying?
- How to accept direction with dignity
- How to advocate for yourself with your supervisor and coworkers
- How to express concerns
- Examples of appropriate and inappropriate communication

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Explanation of rating:

### 3: Problem Solving and Disability Awareness

- Accommodations at work; advocacy with employers and coworkers
- Creative ways to problem solve any issues with customers, work schedule, coworkers, etc
- How to balance work and life
- How to keep your job when things feel overwhelming

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Explanation of rating:

#### **4: Presenting yourself and setting goals**

- Grooming and Hygiene
- Eye contact, shaking hands, appropriate work clothing
- Resumes
- Interviewing
- Cover Letters and References
- Work Readiness Checklist
- Financial Literacy skills
- Independent Living skills

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Explanation of rating:

#### **5: Work Tolerance and Work Ethics**

- Setting realistic goals, taking work tolerance into consideration
- Work ethics: what are they? What are your ethics?
- How work ethics will impact your career
- Marketing yourself and your ethics to an employer

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