



**JOB EXPLORATION COUNSELING
FOR POTENTIALLY ELIGIBLE
PARTICIPANTS
(1005X) SYLLABUS**

Course Title:

Job Exploration Counseling for Potentially Eligible Participants

Duration:

Eight units per participant, totaling four hours, delivered in 30-minute sessions

Instructor:

TBD

Course Overview

The **1005X: Job Exploration Counseling** program is designed for individuals who are **potentially eligible** for ACCES-VR services and need structured guidance in **exploring career pathways, understanding job market trends, and preparing for future employment opportunities**. Through **individualized assessments, career exploration activities, and workforce readiness training**, this program equips participants with the knowledge, skills, and confidence to make informed career decisions and transition successfully into the workforce. The curriculum integrates **labor market research, job shadowing opportunities, and hands-on career exploration** to help participants align their interests and strengths with **sustainable employment opportunities**.

Course Objectives

By the end of this program, participants will be able to:

- Identify **career interests, transferable skills, and workplace preferences**
 - Explore **various job industries, employment trends, and career pathways**
 - Understand **education, certification, and training requirements for different careers**
 - Develop **effective job search strategies using online and in-person resources**
 - Build **resume writing, interview preparation, and professional communication skills**
 - Recognize **workplace expectations, self-advocacy techniques, and accommodation rights**
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Session Breakdown

Session One: Career Interest and Skills Assessment

Duration: One unit, 30 minutes

Topics Covered:

- Introduction to **job exploration and career decision-making**
- Self-assessment of **strengths, skills, and work values**
- Identifying **career preferences and workplace compatibility**
- Overview of **career planning tools and vocational assessments**

Outcome:

- Completed **career interest and skills assessment**
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Session Two: Career Exploration & Job Market Awareness

Duration: Two units, one hour

Topics Covered:

- Overview of **career clusters, high-demand industries, and employment trends**
- Understanding **job roles, salary expectations, and work environments**
- Comparing **degree-based, vocational, and on-the-job training programs**
- Exploring **entrepreneurship, self-employment, and non-traditional work models**

Outcome:

- Personalized **career exploration report** with potential job pathways
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Session Three: Resume Development and Application Preparation

Duration: One unit, 30 minutes

Topics Covered:

- Essentials of **resume writing and content development**
- Tailoring resumes for **specific job roles and industries**
- Crafting **effective cover letters and job applications**
- Digital job search strategies and **LinkedIn profile optimization**

Outcome:

- Completed **resume draft and cover letter template**
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Session Four: Job Search Strategies and Professional Networking

Duration: One unit, 30 minutes

Topics Covered:

- How to **find job openings using job boards, company websites, and networking**
- Developing **job search plans with application tracking**
- Understanding **the hidden job market and employer expectations**
- Building **connections through informational interviews and professional associations**

Outcome:

- Individualized **job search plan**
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Session Five: Interview Skills and Workplace Readiness

Duration: One unit, 30 minutes

Topics Covered:

- Preparing for **job interviews, employer expectations, and workplace professionalism**
- Practicing **behavioral interview techniques and mock interviews**
- Understanding **workplace culture, etiquette, and conflict resolution**
- Effective **verbal and non-verbal communication strategies**

Outcome:

- Completed **mock interview exercise with personalized feedback**
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Session Six: Workplace Accommodations and Self-Advocacy

Duration: Two units, one hour

Topics Covered:

- Understanding **ADA rights, workplace accommodations, and accessibility resources**
- How to **request accommodations and communicate workplace needs**
- Strategies for **navigating workplace challenges and advocating for oneself**
- Connecting with **inclusive employers and diversity hiring initiatives**

Outcome:

- Individualized **workplace readiness and self-advocacy plan**
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Materials Needed

- Notebook and pen for note-taking and career planning
 - Access to **online job boards, career assessments, and employer databases**
 - Resume templates, sample cover letters, and mock interview scripts
 - Workplace readiness resources and self-advocacy guides
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Assessment and Success Metrics

Participants will be evaluated based on:

- Completion of a **career interest and skills assessment**
- Demonstrated **understanding of career pathways and job search strategies**
- Development of a **professional resume and cover letter**
- Participation in **mock interviews and workplace readiness exercises**
- Identification of **self-advocacy techniques and workplace accommodation strategies**

Follow-Up and Ongoing Support

- Ongoing **career coaching and job search assistance**
- Access to **mentorship, employment placement services, and networking events**
- Continued **resume updates, interview coaching, and workplace integration support**