



Job Exploration/Work Based Learning for Service 122X

Course Title: Work-Based Learning Experience: Skills for Success in Employment

Duration: 8 units per customer (4 hours total), delivered in 30-minute sessions

Instructor: [To Be Determined]

Course Overview:

This program is designed to provide participants with a structured and supportive environment to explore real-world work experiences and develop the skills necessary to achieve employment success. The service focuses on hands-on learning, tailored feedback, and skill application to meet the unique needs of each participant.



Learning Objectives:

By the end of this program, participants will:

1. Develop a clear understanding of workplace expectations and professional behavior.
 2. Enhance communication, problem-solving, and teamwork skills.
 3. Build resilience and adaptability in workplace settings.
 4. Gain confidence in applying skills to real-world job tasks.
 5. Create actionable goals and steps for future employment opportunities.
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Curriculum Outline:

Unit 1: Orientation to Work-Based Learning

- Introduction to the program and its goals
- Overview of workplace expectations
- Self-assessment of strengths and areas for improvement
- Creating a personalized learning plan

Unit 2: Communication Skills in the Workplace

- Effective verbal and non-verbal communication
- Active listening strategies
- Handling workplace feedback and conflicts constructively

Unit 3: Time Management and Organizational Skills

- Prioritizing tasks and meeting deadlines
- Developing daily and weekly work schedules
- Using workplace tools and technology for efficiency

Unit 4: Professionalism and Workplace Behavior

- Understanding workplace etiquette
- Building a professional image
- Managing stress and emotions in the workplace

Unit 5: Problem-Solving and Critical Thinking



- Identifying and analyzing workplace challenges
- Generating and evaluating solutions
- Implementing problem-solving strategies

Unit 6: Teamwork and Collaboration

- Roles and dynamics in a team setting
- Building positive relationships with coworkers
- Managing group tasks effectively

Unit 7: Workplace Simulations and Feedback

- Participating in practical exercises and role-playing scenarios
- Receiving constructive feedback
- Reflecting on experiences and identifying areas for growth

Unit 8: Career Pathways and Goal Setting

- Exploring future job opportunities
- Creating an individualized employment action plan
- Wrap-up and program evaluation

Instructional Methods:

- One-on-one sessions
- Interactive exercises and role-playing
- Case studies and real-world examples
- Progress monitoring and feedback

Follow-Up Support Summary:

To ensure sustained success beyond the program, follow-up support will include:

- **Post-Program Check-Ins:** Regular follow-ups at 30, 60, and 90-day intervals to assess progress and address any challenges.
- **Resource Sharing:** Participants will receive customized resource guides, including job search tools, workplace tips, and contact information for relevant support services.
- **Continued Skill Development:** Access to optional workshops and webinars to reinforce and expand on learned skills.



- **Employment Monitoring:** Periodic communication with employers to gather feedback on participant performance and address any workplace concerns.
- **Open Communication Channels:** Participants can reach out to instructors or support staff for guidance and assistance during the follow-up period.

The Work-Based Learning Experience program offers a comprehensive and participant-centered approach to preparing individuals for successful employment. Through eight structured units, participants gain essential workplace skills such as communication, problem-solving, and professionalism, supported by personalized learning plans and real-world simulations. Post-program follow-up ensures ongoing success with check-ins, additional resources, and access to continued skill development opportunities. This service is designed to align with ACCES-VR guidelines and meet the unique needs of each participant for long-term employability.