



# Workplace Readiness Training to Develop Social Skills and Independent Living Curriculum

**Total Units: 20 (10 Hours Total)**

This curriculum is designed to help students develop essential social and independent living skills that are critical for success in both the workplace and everyday life. Each unit is aimed at improving the student's ability to communicate effectively, manage their time, collaborate with others, and navigate the challenges of work and life.

## **Session 1: Introduction to Workplace Readiness & Social Skills - 4 Units (2 Hours)**

**Goal:** Introduce the importance of workplace readiness and the fundamental social skills needed for success.

### **Topics Covered:**

- Overview of workplace readiness and social skills in work and life.
- The role of communication in social interactions and professional settings.
- Identifying personal strengths and areas for growth.

### **Activities:**

- Icebreaker activities to practice social introductions.
- Group discussion on how social skills impact success in work and daily life.
- Self-assessment: Identifying social strengths and areas to improve.

**Outcome:** Students will understand the importance of social skills in the workplace and personal life and begin identifying areas for growth.

## **Session 2: Effective Communication Skills - 4 Units (2 Hours)**

**Goal:** Develop the skills to communicate clearly and effectively in different environments.

### **Topics Covered:**

- Verbal and non-verbal communication techniques.
- Active listening and responding appropriately.
- Communicating needs and preferences respectfully.

### **Activities:**

- Role-playing exercises: Practice conversations in the workplace and social settings.
- Group activities focusing on active listening and giving clear, respectful responses.
- Discussing common communication barriers and how to overcome them.

**Outcome:** Students will be able to effectively communicate their thoughts and needs in both work and social contexts.

### **Session 3: Professional Workplace Etiquette - 4 Units (2 Hours)**

**Goal:** Teach the essential workplace behaviors and attitudes that contribute to success in a professional environment.

#### **Topics Covered:**

- Workplace etiquette: punctuality, dress code, and respectful communication.
- Understanding workplace expectations and professional conduct.
- Building positive relationships with colleagues and supervisors.

#### **Activities:**

- Scenario-based role-play: Practice professional behavior in a workplace setting (e.g., attending meetings, responding to emails).
- Group discussion on workplace behavior expectations and handling workplace conflicts.
- Self-reflection: Discuss personal experiences with professionalism.

**Outcome:** Students will gain an understanding of professional expectations and how to navigate workplace interactions successfully.

### **Session 4: Time Management and Organizational Skills - 4 Units (2 Hours)**

**Goal:** Help students develop the ability to manage their time effectively and stay organized in both work and life.

#### **Topics Covered:**

- The importance of time management in the workplace and daily life.
- Setting priorities, creating schedules, and meeting deadlines.
- Organization strategies for work tasks and personal responsibilities.

#### **Activities:**

- Time management tools: Create weekly schedules and task lists.
- Group discussion on strategies for staying organized and managing multiple tasks.
- Practice prioritizing tasks in simulated workplace scenarios.

**Outcome:** Students will be able to create organized schedules, prioritize tasks, and manage their time effectively in both work and life contexts.

### **Session 5: Problem-Solving and Decision-Making in the Workplace - 4 Units (2 Hours)**

**Goal:** Develop problem-solving and decision-making skills that will help students navigate challenges in the workplace and everyday life.

#### **Topics Covered:**

- Steps in the problem-solving process.
- Making informed decisions and evaluating outcomes.
- Managing conflict and challenges in the workplace.

#### **Activities:**

- Case study discussion: Solve workplace challenges by applying problem-solving techniques.
- Group role-play: Practice decision-making scenarios in professional settings.
- Reflection: Share real-life situations and discuss how to handle similar problems.

**Outcome:** Students will develop problem-solving and decision-making strategies to apply in the workplace and everyday life.

## **Session 6: Independent Living Skills - 4 Units (2 Hours)**

**Goal:** Teach the essential independent living skills that students need to navigate daily life effectively.

### **Topics Covered:**

- Financial management: Budgeting and basic financial literacy.
- Health and hygiene management.
- Basic cooking, cleaning, and household maintenance skills.

### **Activities:**

- Financial management exercise: Create a monthly budget.
- Group discussion: Share tips for maintaining a healthy lifestyle and managing personal responsibilities.
- Practical skills session: Basic cooking and cleaning tasks.

**Outcome:** Students will gain the necessary skills to live independently and manage their personal responsibilities effectively.

### **Additional Support Components**

- **Parental Workshops** – Engaging families in supporting their child’s workplace readiness and independent living skills.
- **Individual Counseling** – Personalized guidance for students who require additional support in specific areas.
- **Follow-Up Sessions** – Regular check-ins to assess progress and adjust strategies as needed for continued growth.