**PRE-ETS PE WORKPLACE READINESS TRAINING TO DEVELOP SOCIAL SKILLS AND INDEPENDENT LIVING CURRICULUM**

**CASE SERVICE CODE: 1007X**

**Developed By: Shana Baker**

**OBJECTIVE:** The purpose of the Workplace Readiness Training to Develop Social Skills and Independent Living service is to educate students with disabilities on the expectations around various aspects of professionalism and communication styles to maximize the students’ employability, whereby increasing skills around social/emotional intelligence and promoting independent living.

**EXPECTED OUTCOMES:** Upon completion of the Workplace Readiness to Develop Social Skills and Independent Living service, students with disabilities will have expanded and comprehensive insight into the soft skills required to meet employers’ general expectations. Students with disabilities will have gained information on developing strategies to support necessary soft skills including timeliness, reliability, professional communication, acceptable hygiene practices, and overall positive work performance. Demonstrating these skills will promote long-term retention, social integration, and independence and will be highlighted throughout the service. Students who participate fully in the service will also be prepared for conducting a successful job search by learning how to properly complete a job application, developing a professional resume, and engaging in interview coaching to learn effective interview skills.

**FIRST SESSION:**

* Introductions, Review of Group Expectations
* Understanding Soft Skills vs. Hard Skills; Identification of Examples of Both Types of Skills
* Overview of Soft Skills Expected by Employers (punctuality, performance, trustworthiness, reliability, positive interpersonal communication, etc)
* Discussion around proper hygiene and grooming practices, and guidance with selecting attire including the importance of these personal habits as it relates to employment and positive social interactions.
* How do these skills promote independence and social/emotional intelligence in professional settings – Understanding the value of soft skills

**SECOND SESSION:**

* Development of strategies to promote timeliness and reliability
* Defining appropriate co-worker interactions; understanding and comparing various levels of appropriateness within different workplace scenarios
* How to create professional communications such as drafting an email, creating a voicemail message, and what place texting communication has within a workplace setting
* Social Media: how to manage your accounts and ensure you’re representing yourself in a positive light
* How to address conflicts in the workplace and the appropriate levels of intervention to resolve issues that are presented

**THIRD SESSION:**

* Review of a variety of challenging social and workplace scenarios that require problem-solving, with the opportunity to brainstorm and troubleshoot potential resolutions that promote job retention and positive social integration.

**FOURTH SESSION:**

* Tips and Tricks on Proper Job Application Completion
* Completion of Mock Application

**FIFTH SESSION:**

* Overview of types of resumes and when it is appropriate to use which format
* Development of Professional Resume with guidance from Instructor
* Identification and creation of Professional References sheet to accompany resume

**SIXTH SESSION:**

* Cover letters: What are they? Are they necessary? What are the primary components of an effective cover letter?
* Development of a professional cover letter
* Job Fairs: where to find them, how to register for them, and how to make yourself stand out as a candidate while attending a job fair

**SEVENTH SESSION:**

* How to prepare for an interview (attire, finding the interview site, managing your time effectively to arrive on time, etc)
* Commonly asked interview questions with discussion around what employers are looking for when the question is asked
* Developing appropriate and professional responses to all commonly asked interview questions, including challenging questions around gaps in employment, lack of experience, previous terminations, etc.

**EIGTH SESSION:**

* Mock interviewing in round robin-style format with feedback from instructor and peers

**NINTH SESSION:**

* Job search resources and information on DOL registration, as well as summer employment opportunities
* How to follow up on submitted applications and how follow-up communication can demonstrate interest and lead to hiring
* Post-Interview thank you notes: why is this important? Who receives them and when? What content should be included in the correspondence?

**TENTH SESSION:**

* Accepting a job offer
* What is the on-boarding process like? How does it differ with each employer?
* Acclimating to a new role/Gaining understanding of company policies including those around time and attendance, requesting time off, employment scheduling, and break schedules
* Getting to know supervisors and co-workers in a professional capacity: strategies for developing professional relationships and asking for feedback

**ELEVENTH SESSION:**

* Financial literacy: How to cash a check, how to open a bank account
* Ways to manage money and assistance with finding resources to guide your money management