Empowering individuals to create change, one conversation at a time

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ADVOCACY

Syllabus for Service 1006X

Course Title: Workplace Readiness Training for Potentially Eligible Participants

Duration: 12 units per customer (6 hours total), delivered in 30-minute sessions

Instructor: [To Be Determined]

Course Overview:

This program focuses on equipping participants with essential workplace readiness skills to prepare them for successful entry into the workforce. Through interactive sessions, practical exercises, and personalized guidance, participants will develop foundational skills required to thrive in a professional environment.

Learning Objectives:

By the end of this program, participants will:

1. Demonstrate understanding of workplace expectations and professional behavior.
2. Develop effective communication and interpersonal skills.
3. Learn time management and organizational strategies.
4. Gain practical knowledge of workplace tools and resources.
5. Build confidence in navigating workplace dynamics and challenges.

Curriculum Outline:

Unit 1: Introduction to Workplace Readiness

- **Duration:** 1 unit (30 minutes)
- **Course Title:** Introduction to Workplace Readiness
- **Instructor:** [To Be Determined]

Description: Overview of program goals, introduction to workplace readiness concepts, and initial self-assessment of skills and interests.

Unit 2: Professional Communication

- **Duration:** 2 units (1 hour)
- **Course Title:** Professional Communication
- **Instructor:** [To Be Determined]

Description: Covers verbal and non-verbal communication, active listening, and strategies for effective workplace interactions.

Unit 3: Time Management and Organization

- **Duration:** 2 units (1 hour)
- **Course Title:** Time Management and Organization
- **Instructor:** [To Be Determined]

Description: Focuses on prioritizing tasks, managing schedules, and utilizing workplace tools to enhance productivity.

Unit 4: Problem-Solving and Critical Thinking

- **Duration:** 2 units (1 hour)
- **Course Title:** Problem-Solving and Critical Thinking
- **Instructor:** [To Be Determined]

Description: Introduces methods for identifying and addressing workplace challenges, decision-making processes, and applying critical thinking skills.

Unit 5: Workplace Etiquette and Professionalism

- **Duration:** 2 units (1 hour)
- **Course Title:** Workplace Etiquette and Professionalism
- **Instructor:** [To Be Determined]

Description: Explores appropriate workplace behavior, building a professional image, and managing workplace relationships.

Unit 6: Workplace Tools and Resources

- **Duration:** 2 units (1 hour)
- **Course Title:** Workplace Tools and Resources
- **Instructor:** [To Be Determined]

Description: Participants will learn to navigate workplace technology, utilize job-specific tools, and understand common workplace systems.

Unit 7: Program Wrap-Up and Next Steps

- **Duration:** 1 unit (30 minutes)
- **Course Title:** Program Wrap-Up and Next Steps
- **Instructor:** [To Be Determined]

Description: Review participant progress, finalize individualized action plans, and discuss strategies for continued development and success.

Instructional Methods:

- One-on-one sessions
- Group discussions and role-playing activities
- Hands-on exercises with workplace scenarios
- Personalized progress tracking and feedback

Follow-Up Support Summary:

To ensure sustained success, follow-up support includes:

- **Check-Ins:** Regular follow-ups at 30, 60, and 90-day intervals to track progress and address any challenges.
- **Resource Sharing:** Access to career readiness tools, job search resources, and workplace guides.
- **Ongoing Support:** Open communication channels for participants seeking advice or assistance post-program.

Compliance Standards:

This syllabus aligns with ACCES-VR guidelines and meets the requirements specified in the RFP for Service 1006X. Sessions are tailored to meet the unique needs of participants and are fully documented to ensure compliance.

Contact Information: For further details, please contact: [Your Business Name]
[Your Contact Information]

Summary Paragraph:

The Workplace Readiness Training program prepares participants for professional success by developing critical workplace skills, including communication, time management, and professionalism. Through structured units, participants engage in hands-on activities and receive personalized guidance to build confidence and adaptability in workplace settings. Follow-up support ensures continued progress, aligning with ACCES-VR guidelines to meet participants' unique needs.