



Syllabus for Service 124X

Course Title: Comprehensive Skills Development Program

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

Instructor: [To Be Determined]

Course Overview:

This program provides a structured and participant-centered approach to developing both vocational and soft skills required for employment success. Participants will engage in interactive learning, practical exercises, and personalized feedback to ensure they are equipped to navigate the modern workplace and achieve their professional goals.

Learning Objectives:

By the end of this program, participants will:

1. Acquire essential workplace readiness skills, including communication and time management.
2. Understand career pathways and identify options aligned with their interests and strengths.



3. Develop effective strategies for job applications, interviews, and maintaining employment.
 4. Gain financial literacy and independent living skills to support career success.
 5. Build a comprehensive career portfolio showcasing their progress and goals.
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Curriculum Outline:

Unit 1: Orientation and Assessment

- **Duration:** 1 unit (30 minutes)
- **Course Title:** Orientation and Assessment
- **Instructor:** [To Be Determined]

Description: This session introduces the program, conducts individual needs assessments, and helps participants establish personalized goals using career exploration tools.

Unit 2: Workplace Readiness Skills

- **Duration:** 2 units (1 hour)
- **Course Title:** Workplace Readiness Skills
- **Instructor:** [To Be Determined]

Description: Participants learn professional communication, interpersonal skills, time management, and workplace culture expectations.

Unit 3: Career Exploration

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

Description: Participants explore industries, job roles, and career pathways, with guest speakers or video resources to provide real-world insights.

Unit 4: Job Application Strategies

- **Duration:** 3 units (1.5 hours)
- **Course Title:** Job Application Strategies
- **Instructor:** [To Be Determined]



Description: Focuses on resume writing, cover letter creation, online job search techniques, and mock interview sessions with constructive feedback.

Unit 5: Financial Literacy and Independent Living

- **Duration:** 2 units (1 hour)
- **Course Title:** Financial Literacy and Independent Living
- **Instructor:** [To Be Determined]

Description: Provides budgeting basics, financial goal-setting, and strategies for work-life balance while navigating workplace benefits.

Unit 6: Internship and Employment Readiness

- **Duration:** 2 units (1 hour)
- **Course Title:** Internship and Employment Readiness
- **Instructor:** [To Be Determined]

Description: Participants identify potential internships or job placements, create personalized career development plans, and celebrate program achievements.

Instructional Methods:

- One-on-one sessions
- Group discussions and interactive workshops
- Practical exercises and role-playing
- Personalized feedback and progress tracking

Follow-Up Support Summary:

To ensure continued success, follow-up support includes:

- **Scheduled Check-Ins:** Monthly follow-ups for six months post-program to track progress and provide guidance.
- **Resource Sharing:** Access to career development tools, job search platforms, and professional networks.
- **Ongoing Support:** Open communication channels for participants seeking advice or additional assistance.



Summary Paragraph:

The Comprehensive Skills Development Program provides participants with the tools, knowledge, and confidence necessary to achieve career success. Through structured units focusing on workplace readiness, career exploration, job application strategies, and independent living skills, participants gain practical experience and personalized feedback to prepare for employment opportunities. Follow-up support ensures sustained progress, aligning with ACCES-VR guidelines to meet participants' unique needs.