



## Monroe 2-Orleans BOCES Center for Workforce Development

### Career Launch Workplace Readiness Training to Develop Social Skills and Independent Living Module

**Module Title:** Workplace Readiness Training

**Module Description:** This module is designed to equip participants with essential social skills and independent living capabilities necessary for success in the workforce. The curriculum focuses on financial literacy, job search strategies, resume and cover letter creation, interview preparation, and the development of soft skills and workplace behavior.

**Module Objectives:**

1. Provide participants with financial literacy skills, including budgeting, financial planning, and understanding wages and benefits.
2. Teach participants effective job search strategies, networking, and how to fill out job applications.
3. Guide participants in creating trade-specific resumes and cover letters, highlighting skills and strengths, and developing a list of references.
4. Prepare participants for job interviews through research, etiquette review, mock interviews, and professional communication.
5. Develop participants' understanding and application of essential soft skills in the workplace.

**Module Outline:**

- Introduction to Budgeting and Understanding Wages, Benefits, and Deductions
- Searching For and Reviewing Companies and Job Openings
- Practicing Filling Out Job Applications
- Aligning Skills with Job Descriptions and Creating Resumes
- Reviewing Interview Etiquette and Expectations and Understanding Dress Codes and Professional Appearance
- Understanding Appropriate Interactions with Coworkers, Punctuality, and Work Ethic
- Applying Soft Skills in The Workplace
- Preparing For Transition to Employment

**Activities:**

- Participation in class discussions and activities
- Completion of a personal budget and financial plan
- Creation of a resume and cover letter
- Participation in mock interviews and role-playing exercises
- Evaluation using Employability Profile (Identify the key work readiness skills and ability to demonstrate technical)

**Resources:**

- Access to computer and online job search platforms
- Templates and guides for resume and cover letter writing
- Guest speakers and industry experts
- Workshops on financial literacy and professional communication