

ACLD Pre-Ets Curriculum		
Job Exploration and Counseling		
Career Exploration	122X 1005X 557X 1009X	<ul style="list-style-type: none"> • Exploring a variety of employment industries <ul style="list-style-type: none"> ○ Detailed overview of a variety of different career options and the path to achieve that goal ○ Vocational Interest Inventories • Non-Traditional employment options <ul style="list-style-type: none"> ○ Entrepreneurship ○ Self- Employment ○ Military • Job Tours/Speakers • Job Corps Campus Tours • One Stop <ul style="list-style-type: none"> ○ What is the One Stop ○ Visit to the One Stop ○ Assist with registering at the One Stop
Disability Awareness		
Disability Awareness	124X 1006X	<ul style="list-style-type: none"> • Understanding your strengths and weaknesses
Disability Specific Accommodations	124X 1006X	<ul style="list-style-type: none"> • Review of Employment Rights under ADA • Disclosure of Disability <ul style="list-style-type: none"> ○ Who can disclose ○ Reasons to disclose/not disclose • Reasonable Accommodations <ul style="list-style-type: none"> ○ What is a reasonable accommodation ○ When to request a reasonable accommodation <p>Ways to go about requesting an accommodation</p>
Self-Advocacy		
Self-Advocacy	124X 1006X	<ul style="list-style-type: none"> • What is Self-Advocacy <ul style="list-style-type: none"> ○ Understand Rights and Responsibilities • Why it's important to advocate for yourself • Appropriate things to advocate for • The appropriate way to go about advocating for your self • When it's important to have assistance with advocating
Goal Setting		
Goals	124X 1006X	<ul style="list-style-type: none"> • Reviewing Goals <ul style="list-style-type: none"> ○ Short Term Goals

		<ul style="list-style-type: none"> ○ Long Term Goals ● Setting appropriate goal ● Setting a plan to achieve those goals through planned objectives
Motivation for Working and Maintaining a Job		
Obtaining Employment	557X 1009X	<ul style="list-style-type: none"> ● Why do you want to work? What motivates you? ● Ways to stay motivated throughout your job search
Staying Motivated		<ul style="list-style-type: none"> ● Ways to stay motivated on a job Ways to stay motivated in a job you don't love
Work Readiness		
Preparing a Resume	127X 1007X 557X 1009X	<ul style="list-style-type: none"> ● Resume Development <ul style="list-style-type: none"> ○ Reviewing past employment/volunteer positions ○ Developing a neat and presentable chronological resume ● Collecting References
Interviewing Skills	122X 1005X 127X 1007X 557X 1009X	<ul style="list-style-type: none"> ● How to dress for an interview ● What to bring to an interview ● Interview Body Language ● Interview questions and responses Mock Interviews
Social Media and Its Impact on Employment	124X 1006X 127X 1007X	<ul style="list-style-type: none"> ● What is Social Media <ul style="list-style-type: none"> ○ Review of Variety of Platforms ○ Social Media in the recruiting process ○ Digital "Imprint" ○ Appropriate things to post on Social Media ○ What NOT to post ○ Social Media "Do's and Don'ts" ● Setting up a LinkedIn page
Preparing to Start a Job		
Transportation	127X 1007X	<ul style="list-style-type: none"> ● Travel Training <ul style="list-style-type: none"> ○ Reviewing bus and/or train routes. ○ LIRR Training ○ Securing and scheduling ABLE ride/SCAT appointments <ul style="list-style-type: none"> ▪ Reviewing Guidelines

		<ul style="list-style-type: none"> ▪ Exact Change • Reviewing/Preparing directions if driving
Work Related Daily Living Skills	122X 1005X 124X 1006X 127X 1007X	<ul style="list-style-type: none"> • What are Daily Living Skills • Maintaining a neat and presentable appearance both at work and work events • Company dress policy
Financial Literacy	127X 1007X	<ul style="list-style-type: none"> • What is Financial Literacy • What is a paycheck • Managing/depositing a pay check • Tour of Bank
On the Job		
Workplace Culture	122X 1005X 124X 1006X 127X 1007X 557X 1009X	<ul style="list-style-type: none"> • What is Workplace Culture <ul style="list-style-type: none"> ○ Understanding the culture of a work site <ul style="list-style-type: none"> ▪ Birthday clubs ▪ Social Events ▪ Social Media <ul style="list-style-type: none"> • Is it acceptable to add coworkers on Facebook, LinkedIn, Instagram, etc. • For those who have worked before, reviewing that not all workplace cultures are the same
Natural Supports	122X 1005X 124X 1006X 127X 1007X	<ul style="list-style-type: none"> • What are Natural Supports and why they are important • Ways of building natural supports both in the community and at work <ul style="list-style-type: none"> ○ Ways to make natural supports in a difficult setting • Building the right natural supports • How to maintain and reciprocate those relationships
Appropriate Work Behavior/Professionalism	122X 1005X 127X 1007X 557X 1009X	<ul style="list-style-type: none"> • Appropriate Dress/Following Dress Code <ul style="list-style-type: none"> ○ Could be different from one job site to another • Appropriate Language and Conversation
Time Management	127X 1007X 557X	<ul style="list-style-type: none"> • How to manage work and other activities/appointments

	1009X	<ul style="list-style-type: none"> • The importance of writing down a work schedule • How to read various schedules • Ways of keeping track of schedules/appointments/work deadlines • How to keep track of hours • Time Off Policy <ul style="list-style-type: none"> ○ How to request vacation • Sick leave
Teamwork	127X 1007X	<ul style="list-style-type: none"> • What is Teamwork • Group engagement and rapport building • Time Management of team project/deadline
Workplace Communication	122X 1005X 127X 1007X 557X 1009X	<ul style="list-style-type: none"> • Employer engagement • Taking direction and seeking support • Appropriate/Acceptable forms of communication <ul style="list-style-type: none"> ○ Email ○ Office Phone ○ Cell Phone ○ Social Media ○ Staff Meetings ○ Supervision
Constructive Criticism	124X 1006X 557X 1009X	<ul style="list-style-type: none"> • What is Constructive Criticism? • How to appropriately accept Constructive Criticism