**NRCIL**

**210 Court Street**

**Watertown, NY 13601**

**RFP – GC24003 Syllabus for SPARK**

1. Introductions, Demographics, Code of Conduct, Policies and Procedures
2. Short-Term Goals, Long-Term Goals, Pre-Assessments
3. Enthusiasm and Attitude
4. Communication
5. Teamwork
6. Financing and Budgeting
7. Time Management
8. Networking
9. Resume Writing Skills
10. Interviewing Skills
11. Hygiene & Dressing for Success
12. Professionalism
13. Community Engagement & Volunteering
14. Career & Vocational Planning
15. Career & Vocational Planning
16. Job Shadowing
17. Job Shadowing
18. Job Shadowing
19. SPARK Graduation