

## **Overall Learning Objectives:**

- Understand the benefits of work-based learning.
- Identify personal interests, skills, and career goals.
- Develop effective job search and application materials.
- Master networking and communication skills for securing WBL opportunities.
- Gain practical experience in a professional or community setting.
- Reflect on WBL experiences and connect them to future career paths.

## **Section 1: Exploring the World of Work**

- **Activities:**
  - Brainstorming various career fields and industries.
  - Researching labor market trends and job outlook.
  - Exploring different types of WBL opportunities (internships, volunteering, shadowing, student projects).
  - Guest speakers from diverse professions.
- **Assignments:**
  - Career interest inventory and reflection.
  - Research report on a chosen career field.
- **Key Concepts:**
  - Importance of career exploration.
  - Understanding the value of WBL.

## **Section 2: Self-Assessment & Skill Development**

- **Activities:**
  - Identifying personal strengths, weaknesses, interests, and values.
  - Skills assessments and gap analysis.
  - Developing essential workplace skills (communication, teamwork, problem-solving, time management).
  - Creating a skills portfolio.
- **Assignments:**
  - Personal skills inventory and development plan.
  - Practice scenarios for workplace skills.
- **Key Concepts:**
  - Self-awareness as the foundation for career planning.
  - Identifying transferable skills.

## **Section 3: Finding WBL Opportunities**

- **Activities:**
  - Networking strategies (informational interviews, attending career fairs, online networking).
  - Online job boards and WBL platforms.

- Utilizing school resources (guidance counselors, career centers).
- Connecting with community organizations and volunteer centers.
- Developing a targeted search strategy.
- **Assignments:**
  - Creating a list of potential WBL opportunities.
  - Practicing networking and informational interviewing skills.
- **Key Concepts:**
  - Proactive job searching.
  - Building professional connections.

#### **Section 4: Crafting Compelling Application Materials**

- **Activities:**
  - Resume writing workshop (formats, content, action verbs).
  - Cover letter writing workshop (tailoring to specific opportunities).
  - Portfolio development (showcasing skills and experience).
  - Practice completing online applications.
- **Assignments:**
  - Draft resume and cover letter.
  - Develop a professional portfolio.
- **Key Concepts:**
  - First impressions matter.
  - Communicating value to potential employers or organizations.

#### **Section 5: Mastering the Interview Process**

- **Activities:**
  - Interview skills workshop (common interview questions, STAR method, professional attire).
  - Mock interviews with feedback.
  - Thank-you note writing.
  - Preparing for different interview formats (phone, video, in-person).
- **Assignments:**
  - Practice interview scenarios.
  - Reflect on mock interview feedback.
- **Key Concepts:**
  - Confidence and preparation are key.
  - Asking insightful questions.

#### **Section 6: Succeeding in Your WBL Experience**

- **Activities:**
  - Workplace etiquette and professionalism.
  - Communication and teamwork skills in a real-world setting.
  - Time management and organizational skills.

- Problem-solving and conflict resolution in the workplace.
- Importance of seeking feedback and learning from experiences.
- **Assignments:**
  - Setting goals for the WBL experience.
  - Developing a plan for documenting learning and achievements.
- **Key Concepts:**
  - Maximizing the learning potential of WBL.
  - Building professional relationships.

## **Section 7: Reflecting and Connecting to Your Future**

- **Activities:**
  - Reflecting on WBL experiences (what was learned, what went well, what could be improved).
  - Connecting WBL experiences to future career goals.
  - Developing a post-WBL plan (next steps, further exploration).
  - Thanking supervisors and mentors.
- **Assignments:**
  - WBL reflection report.
  - Updated resume and portfolio reflecting WBL experience.
- **Key Concepts:**
  - Lifelong learning and career development.
  - The value of reflection and feedback.