**Syllabus for Workplace Readiness Training: Social Skills and Independent Living**

**Course Title**: Workplace Readiness Training for Social Skills and Independent Living

**Duration**: 8–10 Weeks

**Target Audience**: High school students with disabilities (ages 14–21) receiving transition services under IDEA

**Course Objectives**

By the end of this course, students will:

1. Develop social and interpersonal skills to build positive relationships in the workplace.

2. Understand workplace norms, expectations, and professional behavior.

3. Learn practical skills for independent living, including time management and budgeting.

4. Practice self-advocacy and problem-solving in workplace and personal settings.

5. Gain confidence in navigating adult responsibilities and workplace environments.

**Course Outline**

**Week 1: Introduction to Workplace Readiness and Independent Living**

• Overview of the course and objectives

• Importance of social skills and independent living for employment success

• Setting personal goals

**Week 2: Social Skills for the Workplace**

• Understanding appropriate workplace communication (verbal and non-verbal)

• Building teamwork and collaboration skills

• Managing workplace conflicts

**Week 3: Professional Behavior and Etiquette**

• Understanding workplace norms (punctuality, dress codes, professionalism)

• Managing emotions and stress in professional settings

• Practicing active listening and following instructions

**Week 4: Building Relationships and Networking**

• Developing positive relationships with colleagues and supervisors

• Role of networking in career success

• Practicing small talk and professional conversations

**Week 5: Independent Living Skills: Time Management**

• Creating schedules and managing deadlines

• Prioritizing tasks and staying organized

• Using tools and apps for time management

**Week 6: Independent Living Skills: Financial Literacy**

• Budgeting basics: Income, expenses, and savings

• Understanding paychecks, taxes, and benefits

• Managing credit and avoiding financial pitfalls

**Week 7: Problem-Solving and Self-Advocacy**

• Strategies for addressing challenges in the workplace and at home

• Practicing self-advocacy for accommodations and supports

• Role-playing scenarios: Asking for help, resolving conflicts

**Week 8: Applying Skills in Real-World Scenarios**

• Mock workplace scenarios and role-play activities

• Creating an independent living and career plan

• Course review and reflections

**Assessments**

• Weekly participation and reflections on learning

• Mid-term activity: Role-play a workplace or independent living scenario

• Final project: Develop a comprehensive independent living and workplace readiness plan

**Materials and Resources**

• Handouts on workplace expectations and social skills

• Budgeting templates and time management tools

• Supplemental videos on workplace behavior and independent living

**Learning Outcomes**

By the end of this course, students will:

• Demonstrate effective social and interpersonal skills in professional settings.

• Manage their time and finances independently.

• Advocate for themselves confidently in the workplace and in daily life.