



## Syllabus for Service 557X

**Course Title:** Advanced Career Planning and Transition Services

**Duration:** 16 units per customer (8 hours total), delivered in 30-minute sessions

**Instructor:** [To Be Determined]

---

### Course Overview:

This program provides participants with in-depth career planning and transition services to facilitate smooth movement into employment, education, or vocational training. The curriculum emphasizes skill enhancement, decision-making, and actionable strategies to achieve career goals.

---

### Learning Objectives:

By the end of this program, participants will:



1. Identify their career goals and develop a strategic plan for achieving them.
  2. Enhance skills related to resume writing, interviewing, and professional networking.
  3. Gain confidence in making informed decisions regarding career transitions.
  4. Understand workplace expectations and prepare for real-world scenarios.
  5. Build a comprehensive career portfolio to support job applications or educational opportunities.
- 

## **Curriculum Outline:**

### **Unit 1: Program Orientation and Career Assessment**

- **Duration:** 2 units (1 hour)
- **Course Title:** Program Orientation and Career Assessment
- **Instructor:** [To Be Determined]

Description: Introduction to the program, assessment of current skills and career aspirations, and creation of personalized training plans.

### **Unit 2: Resume and Cover Letter Development**

- **Duration:** 3 units (1.5 hours)
- **Course Title:** Resume and Cover Letter Development
- **Instructor:** [To Be Determined]

Description: Participants create targeted resumes and professional cover letters tailored to specific roles or industries.

### **Unit 3: Interview Skills and Strategies**

- **Duration:** 4 units (2 hours)
- **Course Title:** Interview Skills and Strategies
- **Instructor:** [To Be Determined]

Description: Develops participants' abilities to effectively respond to interview questions, with practice through mock interviews.

### **Unit 4: Career Exploration and Decision-Making**

- **Duration:** 3 units (1.5 hours)
- **Course Title:** Career Exploration and Decision-Making
- **Instructor:** [To Be Determined]



Description: Explores potential career paths, assesses opportunities, and guides participants through decision-making processes.

### **Unit 5: Workplace Readiness and Professional Behavior**

- **Duration:** 3 units (1.5 hours)
- **Course Title:** Workplace Readiness and Professional Behavior
- **Instructor:** [To Be Determined]

Description: Focuses on understanding workplace norms, managing time effectively, and communicating professionally.

### **Unit 6: Final Review and Transition Plan**

- **Duration:** 1 unit (30 minutes)
- **Course Title:** Final Review and Transition Plan
- **Instructor:** [To Be Determined]

Description: Summarizes participant progress, reviews their career portfolio, and finalizes actionable next steps.

---

### **Instructional Methods:**

- One-on-one coaching and counseling sessions
- Interactive workshops and group activities
- Role-playing and simulation exercises
- Use of career planning tools and digital platforms
- Personalized feedback and progress tracking

---

### **Follow-Up Support Summary:**

To support participants post-program, follow-up services include:

- **Check-Ins:** Scheduled follow-ups at 30, 60, and 90 days to monitor progress and provide additional guidance.
- **Career Resources:** Participants will receive access to career planning guides, job search tools, and networking opportunities.
- **Ongoing Mentorship:** Open channels for continued support in addressing challenges or new opportunities.



---

The Advanced Career Planning and Transition Services program empowers participants to confidently navigate career transitions through structured training and personalized support. By focusing on skill enhancement, decision-making, and workplace readiness, participants are equipped to pursue their goals effectively. Follow-up services ensure continued progress and alignment with ACCES-VR guidelines for long-term success.