



Syllabus for Service 1009X

Course Title: Pre-Employment Transition Services: Workplace Skills Development

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

Instructor: [To Be Determined]

Course Overview:

This program is designed to provide participants with foundational workplace skills, preparing them for employment opportunities. The curriculum emphasizes self-assessment, communication, teamwork, and adaptability, fostering confidence and readiness to transition into the workforce.



Learning Objectives:

By the end of this program, participants will:

1. Understand the fundamental skills required for workplace success.
 2. Develop effective communication and interpersonal skills.
 3. Gain confidence in collaborating within a team environment.
 4. Build problem-solving and adaptability skills to handle workplace challenges.
 5. Create a personal action plan for successful employment transitions.
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Curriculum Outline:

Unit 1: Introduction to Workplace Skills Development

- **Duration:** 2 units (1 hour)
- **Course Title:** Introduction to Workplace Skills Development
- **Instructor:** [To Be Determined]

Description: Overview of program goals, initial self-assessment of skills and interests, and an introduction to workplace expectations.

Unit 2: Communication Skills for the Workplace

- **Duration:** 4 units (2 hours)
- **Course Title:** Communication Skills for the Workplace
- **Instructor:** [To Be Determined]

Description: Focuses on verbal and non-verbal communication, active listening, and expressing ideas clearly and respectfully in professional settings.

Unit 3: Teamwork and Collaboration

- **Duration:** 3 units (1.5 hours)
- **Course Title:** Teamwork and Collaboration
- **Instructor:** [To Be Determined]

Description: Teaches participants how to work effectively in team environments, build trust, and handle conflicts constructively.



Unit 4: Problem-Solving and Adaptability

- **Duration:** 3 units (1.5 hours)
- **Course Title:** Problem-Solving and Adaptability
- **Instructor:** [To Be Determined]

Description: Guides participants through methods for identifying challenges, generating solutions, and adapting to changing workplace scenarios.

Unit 5: Building Professional Behavior and Work Ethics

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

Description: Covers workplace etiquette, time management, and maintaining a professional demeanor in various situations.

Unit 6: Program Wrap-Up and Action Planning

- **Duration:** 1 unit (30 minutes)
- **Course Title:** Program Wrap-Up and Action Planning
- **Instructor:** [To Be Determined]

Description: Reviews participant progress, finalizes a personalized action plan, and discusses next steps for employment readiness.

Instructional Methods:

- Interactive workshops and discussions
 - Role-playing and real-world simulations
 - Hands-on exercises with workplace scenarios
 - Personalized coaching and feedback
 - Progress tracking through individual development plans
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Follow-Up Support Summary:

To ensure sustained development, follow-up support includes:

- **Scheduled Check-Ins:** Regular follow-ups at 30, 60, and 90 days to monitor progress and provide guidance.
 - **Resource Sharing:** Access to workplace skills guides, communication templates, and professional development tools.
 - **Ongoing Support:** Open communication channels for participants to seek advice and assistance.
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Summary Paragraph:

The Pre-Employment Transition Services program focuses on equipping participants with essential workplace skills, including communication, teamwork, and adaptability. Through structured training and interactive activities, participants build confidence and readiness for employment opportunities. Follow-up support ensures continued progress and alignment with ACCES-VR guidelines for successful transitions into the workforce.