Empowering Community Lives, inc.

**Work readiness 1 Syllabus**

**The guide *Empower Your future* will be used for the Work Readiness Program.**

**Course Description**

The Work Readiness Program is designed to aid the participant in making and achieving career goals through various tools, assessments and practice. A connection of classroom activities will help the student make wise career path decisions. This course will prepare participants for the world of work. Participants will practice networking, creating resumes, completing job applications and writing effective cover letters.

**Course Objectives**

The participant will be able to:

* Develop job acquisition skills that the participant can later utilize in paid employment, volunteer work, internships and a job shadowing experience.
* Identify a variety of career pathways: Describe different future career paths related to the participant’s interest inventory of aptitude and skills.
* Demonstrate appropriate communication/social skills needed in the work force.
* Understand and utilize the steps in the problem-solving and decision-making process through individual and group cooperation.
* Demonstrate entry-level computer skills necessary in today’s technological work environment.
* Develop strategies to make an effective transition to work.
* Demonstrate acceptable work ethics principles: attendance, etiquette, dress and responsibility.
* Relate the importance of life-long learning to career success.

**Course Material: *Empower Your Future:* Career readiness Curriculum Guide**

Unit 1: Beginning Your Journey,

Career Readiness Orientation

Unit 2: Know Yourself

Unit 3: Exploring Careers

Unit 4: Strategies for Success

Unit 5: What’s Next