

## **Overall Learning Objectives:**

- Understand the connection between social skills, independent living skills, and workplace success.
- Develop effective communication, problem-solving, and conflict resolution skills.
- Enhance self-management, time management, and organizational skills.
- Cultivate professionalism, teamwork, and leadership qualities.
- Explore career pathways and workplace expectations.

## **Curriculum Breakdown:**

### **Section 1: The Interconnectedness of Skills**

- **Activities:**
  - Brainstorming the skills needed for workplace success, independent living, and positive social interactions.
  - Exploring the overlap and interconnectedness of these skill sets.
  - Discussing the impact of strong social skills on job performance and career advancement.
  - Examining how independent living skills contribute to workplace readiness and stability.
- **Assignments:**
  - Creating a visual representation of the interconnectedness of these skills.
  - Reflecting on personal strengths and areas for growth in each skill area.
- **Key Concepts:**
  - Holistic skill development for overall success.
  - Recognizing the transferability of skills across different life domains.

### **Section 2: Communication Mastery**

- **Activities:**
  - Virtual Reality Technology Active listening exercises and techniques (paraphrasing, summarizing, asking clarifying questions).
  - Verbal and non-verbal communication strategies (body language, tone of voice, eye contact).
  - Assertive communication skills (expressing needs and opinions respectfully).
  - Giving and receiving constructive feedback.
  - Adapting communication style to different audiences and situations.
- **Assignments:**
  - Role-playing various communication scenarios (interviews, team meetings, customer interactions).
  - Analyzing communication styles in different workplace settings.
- **Key Concepts:**

- Communication as the foundation of effective relationships and workplace success.
- Importance of clear, concise, and respectful communication.

### **Section 3: Conflict Resolution & Problem-Solving Prowess**

- **Activities:**
  - Identifying common sources of conflict in the workplace and in personal life.
  - Conflict resolution strategies (negotiation, mediation, compromise).
  - Problem-solving models and techniques (identifying the problem, brainstorming solutions, evaluating options).
  - Practicing conflict resolution and problem-solving through case studies and simulations.
- **Assignments:**
  - Developing a personal conflict resolution plan.
  - Analyzing conflict scenarios and proposing effective solutions.
- **Key Concepts:**
  - Conflict as a normal part of human interaction.
  - Developing skills to manage conflict constructively.

### **Section 4: Professionalism & Workplace Etiquette**

- **Activities:**
  - Understanding workplace expectations (dress code, punctuality, attendance).
  - Developing professional communication skills (email etiquette, phone etiquette, professional language).
  - Learning about workplace culture and diversity.
  - Exploring ethical considerations in the workplace.
- **Assignments:**
  - Creating a professional portfolio (resume, cover letter, references).
  - Practicing professional communication through mock interviews and presentations.
- **Key Concepts:**
  - Importance of making a positive first impression.
  - Understanding the unwritten rules of the workplace.

### **Section 5: Independent Living Skills for Workplace Success**

- **Activities:**
  - Time management and organizational skills (prioritization, scheduling, goal setting).
  - Financial literacy (budgeting, money management, understanding paychecks).
  - Self-care and stress management techniques.
  - Transportation and commuting skills.

- **Assignments:**
  - Creating a personal budget.
  - Developing a time management plan.
- **Key Concepts:**
  - How independent living skills contribute to workplace stability and performance.
  - Importance of self-sufficiency and responsibility.

## **Section 6: Teamwork & Leadership**

- **Activities:**
  - Understanding team dynamics and roles.
  - Developing teamwork skills (collaboration, communication, shared responsibility).
  - Exploring different leadership styles.
  - Practicing teamwork and leadership through group projects and activities.
- **Assignments:**
  - Participating in team-based projects and reflecting on team dynamics.
  - Developing a personal leadership development plan.
- **Key Concepts:**
  - Importance of teamwork in the workplace.
  - Developing leadership skills at all levels.

## **Section 7: Career Exploration & Planning**

- **Activities:**
  - Exploring career pathways and industries.
  - Identifying personal interests, skills, and values.
  - Researching job requirements and qualifications.
  - Developing a career plan.
- **Assignments:**
  - Creating a career exploration report.
  - Developing a resume and cover letter tailored to a specific job.
- **Key Concepts:**
  - Importance of aligning personal goals with career choices.
  - Developing a proactive approach to career management.