



**WORKPLACE READINESS TRAINING
TO DEVELOP SOCIAL SKILLS AND
INDEPENDENT LIVING FOR
POTENTIALLY ELIGIBLE
(1007X) SYLLABUS**

Course Title:

Workplace Readiness Training to Develop Social Skills and Independent Living

Duration:

Eight units per participant, totaling four hours, delivered in 30-minute sessions

Instructor:

TBD

Course Overview

The **1007X: Workplace Readiness Training for Potentially Eligible Participants** program is designed to provide individuals with the **social, professional, and independent living skills necessary to succeed in both the workplace and daily life**. This course helps participants enhance their **communication, teamwork, problem-solving, and decision-making skills** while preparing them for **workplace expectations, financial independence, and self-advocacy**.

The curriculum integrates **interactive exercises, workplace simulations, and real-world applications** to ensure participants gain **practical experience and confidence** in managing both professional and personal responsibilities.

Course Objectives

By the end of this program, participants will be able to:

- Develop **strong social and interpersonal skills** for professional and daily interactions
 - Understand **workplace norms, expectations, and professional behavior**
 - Strengthen **time management, problem-solving, and decision-making abilities**
 - Build **independent living skills, including financial literacy and personal organization**
 - Adapt to **workplace challenges and maintain professional relationships**
 - Develop **self-advocacy and confidence in navigating both work and personal life**
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Session Breakdown

Session One: Introduction to Workplace Readiness and Social Skills

Duration: One unit, 30 minutes

Topics Covered:

- Overview of **workplace readiness training**
- Identifying **personal strengths, challenges, and goals**
- Understanding **workplace culture, professional etiquette, and teamwork**
- Introduction to **effective communication and interpersonal skills**

Outcome:

- Completed **self-assessment of workplace and social skills**

Session Two: Communication Skills for Workplace and Social Success

Duration: Two units, one hour

Topics Covered:

- Understanding **verbal, non-verbal, and written communication** in the workplace
- Practicing **active listening and respectful dialogue**
- Developing **teamwork and collaboration strategies**
- Engaging in **role-playing exercises for workplace communication**

Outcome:

- Improved **communication and teamwork strategies**

Session Three: Time Management and Organization Skills

Duration: One unit, 30 minutes

Topics Covered:

- Prioritizing tasks and meeting deadlines
- Using **planners, calendars, and digital tools for organization**
- Managing **work-life balance and reducing stress**
- Strategies for **handling unexpected challenges in daily routines**

Outcome:

- Completed **personalized time management plan**

Session Four: Problem-Solving and Conflict Resolution

Duration: One unit, 30 minutes

Topics Covered:

- Identifying **workplace challenges and solutions**
- Developing **critical thinking skills for professional decision-making**
- Understanding **conflict resolution strategies**
- Practicing **scenarios for handling workplace disputes and problem-solving**

Outcome:

- Completed **problem-solving action plan**

Session Five: Financial Literacy and Independent Living Skills

Duration: One unit, 30 minutes

Topics Covered:

- Understanding **budgeting, saving, and financial responsibility**
- Managing **personal expenses and workplace earnings**
- Understanding **paychecks, taxes, and employee benefits**
- Exploring **housing, transportation, and independent living options**

Outcome:

- Developed **budgeting and independent living action plan**

Session Six: Workplace Expectations, Adaptability, and Self-Advocacy

Duration: Two units, one hour

Topics Covered:

- Adapting to **changes in the workplace and handling new challenges**
- Recognizing **employee rights, workplace policies, and accommodations**
- Learning **how to request reasonable accommodations under the ADA**
- Self-advocacy strategies for **career advancement and workplace success**

Outcome:

- Finalized **Self-Advocacy and Workplace Readiness Plan**
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Materials Needed

- Notebook and pen for notes and planning
 - Access to **online career and workplace readiness resources**
 - Sample budgeting templates and financial planning tools
 - Workplace scenarios and role-playing guides
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Assessment and Success Metrics

Participants will be evaluated based on:

- Completion of a **Workplace Readiness and Social Skills Self-Assessment**
 - Demonstrated **understanding of professional communication and teamwork**
 - Development of a **personalized time management and organization plan**
 - Engagement in **problem-solving and conflict resolution exercises**
 - Understanding of **financial literacy concepts and independent living strategies**
 - Creation of a **Workplace Readiness Plan with long-term goals**
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Follow-Up and Ongoing Support

- Continued **mentorship and workplace readiness coaching**
- Access to **job placement services and networking opportunities**
- Career and financial planning guidance for long-term independence