



Syllabus for Service 1007X

Course Title: Career Preparation and Job Readiness Training

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

Instructor: [To Be Determined]

Course Overview:

The Career Preparation and Job Readiness Training program is designed to equip participants with the knowledge, skills, and confidence required to navigate the job market and achieve career success. The curriculum emphasizes resume development, interview preparation, and workplace readiness, ensuring participants are well-prepared for their job search and professional responsibilities.



Learning Objectives:

By the end of this program, participants will:

1. Understand how to create and tailor resumes and cover letters for specific job opportunities.
 2. Develop interview skills, including answering common questions and handling challenging scenarios.
 3. Learn effective job search strategies and how to utilize online platforms.
 4. Gain insight into workplace expectations, professional behavior, and time management.
 5. Build confidence in presenting themselves as strong candidates for employment.
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Curriculum Outline:

Unit 1: Program Orientation and Goal Setting

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

Description: Introduces participants to the program, reviews career goals, and creates an individualized training plan.

Unit 2: Resume Writing and Cover Letter Development

- **Duration:** 4 units (2 hours)
- **Course Title:** Resume Writing and Cover Letter Development
- **Instructor:** [To Be Determined]

Description: Participants learn to create professional resumes and cover letters, tailored to specific industries and roles.

Unit 3: Interview Preparation and Practice

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

Description: Covers strategies for answering common and behavioral interview questions, with mock interviews and personalized feedback.



Unit 4: Job Search Strategies

- **Duration:** 3 units (1.5 hours)
- **Course Title:** Job Search Strategies
- **Instructor:** [To Be Determined]

Description: Teaches participants how to identify job opportunities, use online platforms effectively, and network professionally.

Unit 5: Workplace Expectations and Professional Behavior

- **Duration:** 2 units (1 hour)
- **Course Title:** Workplace Expectations and Professional Behavior
- **Instructor:** [To Be Determined]

Description: Explores workplace culture, communication, time management, and professional etiquette.

Unit 6: Final Review and Action Plan Development

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

Description: Reviews program highlights, assesses participant progress, and develops a personalized action plan for next steps.

Instructional Methods:

- Interactive workshops and group activities
 - One-on-one coaching sessions
 - Mock interviews and role-playing exercises
 - Use of digital tools for job search and application
 - Personalized progress tracking and feedback
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Follow-Up Support Summary:

To ensure continued success, follow-up support includes:



- **Scheduled Check-Ins:** Follow-ups at 30, 60, and 90 days to assess progress and provide guidance.
 - **Resource Access:** Participants receive job search toolkits, resume templates, and interview preparation guides.
 - **Career Coaching:** Ongoing access to coaching for additional support or challenges encountered post-program.
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Summary Paragraph:

The Career Preparation and Job Readiness Training program empowers participants to confidently pursue employment opportunities by equipping them with essential job search and workplace skills. With a focus on resume writing, interview preparation, and professional behavior, participants gain practical knowledge and hands-on experience to succeed in the job market. Follow-up support ensures sustained progress and alignment with ACCES-VR guidelines to achieve long-term career success.