



## Workplace Readiness Curriculum

### Training Overview

This training is designed to strengthen workplace professionalism and soft skills among prospective professionals. Participants will learn how to maintain professional conduct, prepare for employment, develop motivation for job maintenance, and manage work-related daily living skills.

### Learning Objectives:

- Define and understand professionalism in the workplace
- Recognize ethical dilemmas and how to make decisions around them
- Strengthen workplace etiquette and communication
- Enhance self-reflection and accountability in professionalism

### Pre-Training Survey:

- Assess current knowledge and challenges in workplace professionalism

### 18-Hour Workplace Readiness Curriculum

#### Module 1: Workplace Conduct & Culture (3 hours)

##### Hour 1: Understanding Workplace Expectations

- Introduction to professional behavior
- Employer expectations and workplace etiquette
- Dress code and personal hygiene

##### Hour 2: Effective Communication & Social Skills

- Verbal and non-verbal communication
- Active listening and appropriate responses
- Conflict resolution and teamwork

##### Hour 3: Diversity, Inclusion, and Disability Awareness

- Understanding workplace diversity
- Disability rights and self-advocacy
- Strategies for navigating workplace challenges



## **Module 2: Job Preparation (3 hours)**

### Hour 4: Resume Building & Application Process

- Components of a strong resume
- How to fill out job applications effectively
- Writing cover letters and thank-you emails

### Hour 5: Interviewing Skills & Professional Image

- Common interview questions and how to answer them
- Mock interviews with peer feedback
- Presenting oneself professionally

### Hour 6: Job Searching & Networking

- Identifying job opportunities
- Utilizing social media and networking tools
- Informational interviews and career fairs

## **Module 3: Motivation & Job Maintenance (3 hours)**

### Hour 7: Developing a Strong Work Ethic

- Setting work goals and self-motivation techniques
- Understanding job satisfaction and career growth
- Handling workplace challenges

### Hour 8: Time Management & Organization

- Prioritizing tasks and meeting deadlines
- Using planners and scheduling tools
- Maintaining productivity in the workplace

### Hour 9: Problem-Solving & Decision Making

- Identifying and analyzing problems
- Decision-making strategies in work settings
- Seeking help and knowing when to escalate issues



## **Module 4: Work-Related Daily Living Skills (3 hours)**

### Hour 10: Financial Literacy & Budgeting

- Understanding paychecks and deductions
- Managing expenses and saving strategies
- Basics of banking and credit management

### Hour 11: Transportation & Mobility

- Planning routes and using public transportation
- Understanding work-related travel and reimbursement
- Driver's license and alternative transportation options

### Hour 12: Home & Personal Health Management

- Managing daily routines for work readiness
- Health and wellness in relation to job performance
- Balancing work and personal life

## **Module 5: Practical Application & Workplace Scenarios (3 hours)**

### Hour 13: Workplace Simulation & Role-Playing

- Practicing workplace scenarios
- Handling constructive criticism
- Adapting to workplace policies and procedures

### Hour 14: Mock Interviews & Performance Reviews

- Participating in structured mock interviews
- Receiving and implementing feedback
- Understanding performance evaluations

### Hour 15: Professionalism & Ethical Decision-Making

- Workplace ethics and integrity
- Handling sensitive situations professionally
- Building long-term professional relationships



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### **Module 6: Review, Reflection & Goal-Setting (3 hours)**

Hour 16: Reviewing Key Lessons & Takeaways

- Revisiting important concepts from each module
- Discussion on applying skills in real-life scenarios

Hour 17: Setting Career Goals & Personal Development

- Identifying personal strengths and career aspirations
- Creating an individual career action plan

Hour 18: Graduation & Next Steps

- Final assessments and feedback
- Certificates of completion
- Next steps: employment resources and continued learning

This curriculum provides a structured approach to workplace readiness, ensuring participants are equipped with the necessary skills for employment success.

### **Group Case Study Report Out**

- Each group will provide professional suggestions to the rest of the cohort

### **Post-Training Survey**

- Evaluate understanding and application of key concepts

### **Self-Assessment Checklist**

- Identify areas of improvement and create an action plan

