

5 Week Syllabus

(Whole "Getting Ready for Employment Packet")

Day	Pages	Expectation
Day 1	Pg. 1-10 (skip pg. 9)	<ul style="list-style-type: none"> • Define Workshop Expectations • Define Traits and Skills of each student • Complete personal information for resume • Review work history and references <p><i>Home Work: Gather information for references and work history)</i></p>
Day 2	Finish pg. 6-10	<ul style="list-style-type: none"> • Talk about realistic first jobs • Complete an objective (pg. 9) • Fill in missing information on references and work/Volunteer <p><i>Home Work: Gather any other missing information</i></p>
Day 3	Pg. 11-16	<ul style="list-style-type: none"> • Build Resume • Utilize pg. 6-10 as information
Day 4	Pg. 17 – 20	<ul style="list-style-type: none"> • Introduction to interviewing • Review top 5 traits • Define students top 3 traits (to focus on during interview) • How to prepare for an interview <p><i>Home Work: Remember your top 3 traits</i></p>
Day 5	Pg. 21 – 25	<p><i>Review: What are "your" top 3 traits</i></p> <ul style="list-style-type: none"> • Clothing do's and don't • Quiz • Body Language and Greeting
Day 6	Pg. 26 – 27	<p><i>Review: What are "your" top 3 traits and "Greeting"</i></p> <ul style="list-style-type: none"> • Define answers to "the big two" • Practice saying them out loud in a group
Day 7	Pg. 28 – 29	<p><i>Review: Answering questions 1-2 (pg. 26 and 27)</i></p> <ul style="list-style-type: none"> • What to do if you get stuck • Pointers • Practice answering questions 3-6 <ul style="list-style-type: none"> ○ Can utilize pg. 33 and 34 to write down your answers
Day 8	Pg. 30 – 38	<p><i>Review: Answering questions 1-2 (pg. 26 and 27)</i></p> <ul style="list-style-type: none"> • Practice answering questions 7-10 <ul style="list-style-type: none"> ○ Can utilize pg. 33 and 34 to write down your answers • Closing an interview • Select 2 questions to ask your employer • Write down your answers or ideas (if you haven't done so) • Write down 2 questions you will ask at the end of your mock interview • At the Interview Checklist • <i>Home Work: Come to the Mock Interview Ready (At the Interview Checklist)</i>
Day 9	Pg. 33 – 34	<ul style="list-style-type: none"> • Practice Interviewing <ul style="list-style-type: none"> ○ Practice Body Language ○ Practice Proper greet ○ Practice answering all questions (1-10) ○ Practice Asking interviewer questions ○ Practice Proper closing
Day 10	Pg. 35 – 38	<ul style="list-style-type: none"> • Mock Interview
Follow-up	Pg. 39 – 41	<ul style="list-style-type: none"> • Highlight Overall "Good" and "Improvement" Areas – Choose top performer(s) • Complete Exit quiz

3 Week Syllabus

("I got the interview" Section Only)

Day	Pages	Expectation
Day 1	Pg. 17-25	<ul style="list-style-type: none"> • Introduction to interviewing • Review top 5 traits • Define students top 3 traits (to focus on during interview) • How to prepare for an interview • Clothing do's and don't • Quiz • Body Language and Greeting <p><i>Home Work: Remember your top 3 traits</i></p>
Day 2	Pg. 26 – 27	<p><i>Review: What are "your" top 3 traits and "Greeting"</i></p> <ul style="list-style-type: none"> • Define answers to "the big two" • Practice saying them out loud in a group
Day 3	Pg. 28 – 29	<p><i>Review: Answering questions 1-2 (pg. 26 and 27)</i></p> <ul style="list-style-type: none"> • What to do if you get stuck • Pointers • Practice answering questions 3-6 <ul style="list-style-type: none"> ○ Can utilize pg. 33 and 34 to write down your answers
Day 4	Pg. 30 – 38	<p><i>Review: Answering questions 1-2 (pg. 26 and 27)</i></p> <ul style="list-style-type: none"> • Practice answering questions 7-10 <ul style="list-style-type: none"> ○ Can utilize pg. 33 and 34 to write down your answers • Closing an interview • Select 2 questions to ask your employer • Write down your answers or ideas (if you haven't done so) • Write down 2 questions you will ask at the end of your mock interview • Review "Mock Interview Evaluation"
Day 5	Pg. 33 – 34	<ul style="list-style-type: none"> • Practice Interviewing <ul style="list-style-type: none"> ○ Practice Body Language ○ Practice Proper greet ○ Practice answering all questions (1-10) ○ Practice Asking interviewer questions ○ Practice Proper closing
Day 6	Pg. 35 – 38	<ul style="list-style-type: none"> • MOCK INTERVIEW
Follow-up	Pg. 39 – 41	<ul style="list-style-type: none"> • Highlight Overall "Good" and "Improvement" Areas – Choose top performer(s) • Complete Exit quiz