8-DAY Career Development ADVANCED WORK READINESS TRAINING SCHEDULE

Class 2

Class 1

WELCOME AND INTRODUCTION:

Getting to know each other.

WHO DO YOU WANT TO BE? Identify your career path by researching labor market information, job postings, trainings, etc. What

does it take to get there?

CAREER DEVELOPMENT PLAN: Where would you like to be in the next 1-5



years? What are your short term and long term goals?

HOMEWORK: Work on your CD Plan

MANAGING FINANCES INTELLIGENTLY:

Managing your finances may determine how far you'll go in your career. Learn more about

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creating savings.

CREDIT IN AMEICA:
Learn all you need to know about establishing and maintaining good credit!

budgeting and

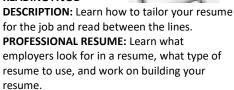
WHAT WOULD YOUR BUDGET LOOK LIKE IF??? Plan for your future and set financial goals. How will your budget look if you begin a training program? Start university? Get a new job?

IDENTIFYING YOUR JOB SPECIFIC SKILLS:

How do you start thinking of yourself as a qualified

READING A JOB

candidate??



Class 3

HOMEWORK: Finish your resume.

Class 4

PRE-EMPLOYMENT PERSONALITY TEST: What

does it mean when they ask you "Do you like

to be alone?

DEAR SIR OR

MADMAN: COVER LETTERS, THANK YOU LETTERS AND Memployed

REFERENCES: If you make mistakes on your documentation, the employer will assume that you'll also make mistakes on the job.

HOMEWORK: Finish your cover letter, thank you letter, and references.

Class 5

INTERVIEW 101: Learn about the top interview questions and how to prepare.

WHAT DO YOU KNOW ABOUT OUR COMPANY?

How to utilize your internet research on a business' core values in the interview.



Participants will practice answers to interview questions in a group setting.

HOMEWORK: Practice answers to interview questions.

Class 6

INTERVIEW PRACTICE:

Participants will practice answers to interview questions in a group setting and work on Final Resume, Application, Cover Letter, Thank You Letter and References.

NETWORKING AND THE ELEVATOR SPEECH:

Learn how to network and market yourself by constructing a verbal sandwich that highlights



your skills and accomplishments.

UTILIZING ONLINE RESOURCES: Learn about how to use social media to market yourself and connect with employers.

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CUSTOMER SERVICE TRAINING:

Understand how to leverage your customer service skills and experience at a professional level. Participants will learn the three major components to customer service and how to communicate effectively with customers here in the US.

Remember: Eviob!!!



Class 8

MOCK INTERVIEW: Participants will dress in professional interview clothes and receive feedback on interview performance from various professionals.

TURN IN: Final Application, Resume, Cover Letter, Thank You Letter and References

Worksheets

GRADUATION: Network with guest attendants and only some refreshments!

