

**The Arc Baltimore**  
**Career Catalyst Curriculum Overview**

**Career Catalyst Part 1:**

**Week 1**

**Unit 1: Why People Work**

- Why People Work
  - Earn Money: Basics, Necessities and Luxuries
  - Social Contact
  - Self-Esteem
  - Knowledge
  - Independence

**Unit 2: About Me/Self-Awareness**

- Getting to Know Yourself – Interests, Skills & Abilities
  - Explore Interests and Abilities and the Link to Careers
- Getting to Know Yourself – Social Skills
  - “In the Scene”
  - “Behind the Scene”
  - “Out of the Scene”
  - Learning Styles

**Week 2**

- Getting to Know Yourself – Environmental Demands
  - Location: Indoors, Outdoors
  - Noise Level
  - Lighting Level
  - Work Hours
  - Amount of Movement
  - Cleanliness and Odors
  - Work Attire
  - Structure & Predictability
  - Work Pace
- Workplace Safety

- 8 Core Competencies
- Cold, Heat and Sun Exposure
- Emergencies at Work
- Know Your Rights and Responsibilities
- What About This Job?
  - Explore Careers and Career Fields
- What Are Your Work Preferences
  - Individuals create a PowerPoint of their Work Preferences

### **Week 3**

#### **Unit 3: Workplace Etiquette – Professionalism, Work Attitude & Making a Good Impression**

- Making a Good First Impression
  - Introduction to Workplace Etiquette
  - 21 Things You Should Do On Your First Day Of Work
- Attendance & Punctuality
  - Attendance, Absenteeism, Punctuality and Tardiness
  - Planned Absences and Procedures
  - Emergencies/How to Report Lateness or Absence
  - Acceptable vs. Unacceptable Reasons for Absenteeism/Tardiness
- Hygiene, Grooming & Appearance
  - Overview of Hygiene and Grooming Basics for the Workplace

### **Week 4**

- Attire & Dress Code
  - Company Dress Codes and Uniforms
  - ID Badges
  - Dressing Appropriately for the Job and Weather
- Health & Wellness – Managing Stress, Healthy Life Choices & S.M.A.R.T. Goals
  - Tips to Reduce Work Related Stress, Appropriate Ways to Relieve Stress in the Workplace
  - Healthy Food and Life Choices
  - Create Individual S.M.A.R.T. Goals for Employment Success

- Specific Hygiene Issues
  - Menstrual Hygiene in the Workplace
  - Proper Hand Washing

## **Week 5**

- Verbal & Non-Verbal Communication
  - Greetings, Small Talk and Basic Manners
  - Cursing, Inappropriate Comments and Jokes
  - Volume and Tone
  - Body Language, Facial Expressions, Gestures and Actions
- Conflict Resolution Skills & Workplace Relationships
  - Managing and Resolving Conflict in a Positive Way: Healthy and Unhealthy Responses to Conflict
  - 4 Key Conflict Resolution Skills
  - How to Build Positive Workplace Relationships
  - Rules of “Workplace Romance”

## **Week 6**

- Manners, Personal Space, Cell Phone & Computer Usage
  - Minding Your Manners in the Workplace
  - Personal Space and Physical Contact
  - Personal Cell Phone Usage and Other Electronic Devices
  - Appropriate Computer Usage
- Social Media Do's & Don'ts
  - “Can Facebook Get You Fired?”
- Harassment/Sexual Harassment in the Workplace/Sensitivity Training

## **Week 7**

- Lunchroom Etiquette
  - The Office Refrigerator, Food Items Belonging to Others
  - Office Parties
  - Table Manners
  - Cleaning Up After Yourself

- Respecting the Workplace & Respecting Property, Workplace Values & Integrity
  - Respecting Company Property and the Workplace
  - Employee Property Theft and Waste, Time Theft
- Bodily Functions, Bathroom Etiquette & Maintaining Hygiene & Grooming Throughout the Day
  - “TMI”
  - Public Bathroom Etiquette
  - Are You Sick?
- Workplace Etiquette Overview

## **Week 8**

### **Unit 4: Starting A New Job – What to Expect**

- Pre-Employment Procedures, New Employee Orientation & Paperwork
  - Drug Screen, Background Checks and Physicals
  - W-4 and I-9 Forms
  - Understanding Your New Employee Handbook
- Understanding Paychecks & Benefits

### **Unit 5: Money Management**

- Banking/Financial Institutions
  - Money Management Vocabulary
  - Opening a Bank Account
  - Writing a Check, Managing a Checking Account
  - Credit and Debit Cards/ATM's
  - Protecting Yourself From identity Theft
- Creating a Budget
  - “My Budget”