

## **Career Catalyst Part 2:**

### **Week 1**

#### **Unit 1: Overview of Basics for Successful Employment**

- 12 Traits of a Good Employee
  - Communication
  - Self-Motivation
  - Hard Work
  - Adapting and Learning
  - Team Player
  - Helping Others
  - Honesty
  - Ethics
  - Manners
  - Attendance and Punctuality
  - Giving Credit
  - Avoiding Gossip

### **Weeks 2 – 7**

Work Experience in the Community

### **Week 8**

Final Resume Update

Review of Interviewing Skills

Job Search Activities

Travel Training, as necessary