

# Retail Training

## **Week 1**

Monday	First day	Introductions, Forms, Housekeeping
Tuesday	Lesson 1	Appearance/Grooming/ Punctuality
Wednesday	Lesson 2 &3	Oral communication/ listening skills
Thursday	Lesson	No Class Spring break
Friday	Lesson	No Class Spring break

## **Week 2**

Monday	Lesson	No Class Spring break
Tuesday	Lesson	No Class Spring break
Wednesday	Lesson 6	Team Building
Thursday	Lesson 26	Boundaries / Good Charter
Friday	Lesson 7	Resume Writing #1

## **Week 3**

Monday	Lesson 12	Customer Services & Empathy
Tuesday	Visit	Ace Hardware
Wednesday	Visit	Village Market
Thursday	Lesson	Workplace Etiquette
Friday	Lesson 8	Getting along with Co-Workers/Review

## **Week 4**

Monday	Lesson 11 & 9	Flexibility/ Happy Customers Spend more Money
Tuesday	Visit	Wawa ½ half class Friends helping friends ½ class
Wednesday	Visit	Friends helping friends
Thursday	Visit	½ Island Flowers & ½ Exposed Treasures
Friday	Visit	Resume #2

## **Week 5**

Monday	Lesson 28	Reasonable Accommodations/ Assis. Technology
Tuesday	Lesson 22	Product Knowledge/Re-Stocking
Wednesday	Lesson 22	Worker's Right's / Self Advocating
Thursday	Lesson 4	Into to Math/Making Change
Friday	Lesson 18	Review / Avoiding Gossip

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## **Week 6**

Monday	No Class All Schools Closed	
Tuesday	Lesson 17&34	Boss Class/Stealing
Wednesday	Lesson 31	Customer Cleanliness
Thursday	Visit	One Stop
Friday	Lesson 13	Helpfulness/ Self Starting

## **Week 7**

Monday	Lesson 32	Interview / Travel Training
Tuesday	Visit	1880 Bank/ Resume
Wednesday	Lesson	Filling out job application
Thursday	Lesson	Interviewing skills
Friday	Lesson 35	Measurement of Skill Development/ Review

## **Week 8**

Monday	No Class / Closed for Holiday	
Tuesday	Lesson 29	Rights of Work/Minimum Wage
Wednesday	Lesson 16	Handling Stress / Bullying
Thursday	Evaluations	
Friday	Graduation	

This schedule is subject to change (visits to community partners are planned based on availability of the businesses).