

Benedictine Overview of the Virtual Employee Development/ Work Adjustment Training

The training program to be conducted by the DORS Associates of Benedictine Programs and Services is designed as a six-week 3 day a week training. It will consist of 18 lesson plans for each module for 1.5 hours each day delivered virtually. Attendance will be taken at the beginning of each training session. The schedule will be Monday, Wednesday and Friday 9:00AM to 10:30 AM. Time may be adjusted if needed.

The training is instructed primarily around (a) approved power point and curriculum (b) viewing and discussing videos (c) creating a resume, cover letter and professional references, Workplace Behavior and Time Management. Each student is given individualized time off-line to complete the required documents.

Notations of the progress of each student will be collected during the course. During the admission process, some data will be collected as a benchmark. Using the same standards, a written report will be filed at the completion of the program with the funding agency.

After the completion of the six-week training, the curriculum will be reviewed and updated accordingly.

Benedictine

Virtual Employee Development Skills/Work Adjustment Training

6-Week Schedule

Week #1

Lesson #1 – Monday - Resume Building

- Job Club Resume Power Point
- Types of Resumes
- Work Sheet to Catalog Professional History

Lesson #2-Wednesday – Resume building

- Work Sheet Resume Template
- Parts of a Resume
- Onet Interest Profiler Survey

Lesson #3 –Friday -Resume Building

- Positive Personal Profile
- Skills & Related Actions Work Reference Sheet
- Professionalism

Week #2

Lesson #4-Monday - Resume Building

- Check List “ Strongest Traits an
- Transferable Skills Worksheet
- Samples of Resumes for all Types of Workers

Lesson #5 –Wednesday - Resume Building

- Positive Work Trait Assessment Tool
- Writing actual Resumes (individual one on one work required)

Lesson #6 – Friday - Resume Writing

- Developing Resumes
- Writing actual Resumes

Week #3

Lesson #7 –Monday – Resume Writing

- Finish Developing Resumes
- Know your Strengths – Work Sheet

Lesson #8 – Wednesday - Introduction to Cover Letters

- Video – How to Write a Cover Letter
- Sample Cover Letters
- Writing Cover Letters

Lesson #9 – Friday - Cover Letter

- Developing Cover Letters
- Writing Cover Letters

Week #4

Lesson #10 – Monday - Professional References

- Video- How to choose your Professional References
- Permission Phone Calls
- Writing Professional References

Lesson #11 – Wednesday – Looking for a Job

- Video – “What to Expect on Your First Job”
- Employment Resources Handout

Lesson #12 – Friday - American Job Center

- Introduction to the “American Job Centers”
- Online account sign up, “American Job Centers”
- How to access Job Listing

Week #5

Lesson # 13 - Monday - Resources for Job Search

- Looking for a Job Power Point
- Sixteen Career Cluster Activity
- Career One Stop Website Review

Lesson # 14 – Wednesday – Career Exploring

- Video – Applying for Jobs/ Never Giving Up
- Dressing For Success
- My Next Move Website Review

Lesson #15 – Friday -

- Maryland Apprenticeship Website Review
- Chesapeake College Job Listing Guido’s List

Week # 6

Lesson # 16 - Friday – Interviewing

- Job Club Interviewing Powerpoint
- Thank You Note Skills
- Interview Check List

Lesson # 17 – Interviewing Skills

- Mock Interviews
- Complete 30 Second Elevator Pitch Worksheet
- Write and Practice Elevator Speech

Lesson #18 – Friday – Soft Skills and Class Review

- Time Management Skill/Tardiness
- Workplace Behavior
- Review