

# Work Adjustment Training

## **Week 1**

Monday	Lesson 1	Interviewing-The Five phases of an interview Phase 1: Before you go to the interview Phase 2: Opening moves Phase 3: The interview itself Phase 4: Closing the interview Phase 5: Following up
Tuesday	Lesson 2	Interview Practice/ Dirty Dozen /What to ask the Interviewer
Wednesday	Lesson 3	Resume Building- the resume is... (KISS) Keep it short and simple Two major resume formats/which to use Resume Contents
Thursday	Lesson 4	Resume development and writing
Friday	Lesson 5	Cover Letters/ /References/Content and creating

## **Week 2**

Monday	Lesson 6	Looking for a job/ Need job leads? /Reading the Classifieds/Online
Tuesday	Lesson 7	Good Practices/Email abuse
Wednesday	Lesson 8	Filling out job applications
Thursday	Lesson 9	Video taping of mock interviews
Friday	Lesson 10	Visit to American Job Center Easton.