

Benedictine: Work Readiness Training

Work Readiness training provides training to students on skills expected from employees at any job. From interactions with co-workers to appearance and grooming, these factors play a large role in employment achievement.

This training will be offered in-person and virtually.

- For in-person training, there will be a maximum of 12 students and a minimum of 5 students. The in-person training will be held at our Easton Training Facility. Our training classroom comfortably accommodates 12 students. Our classroom has many vocational learning tools established for students to simulate real world job experiences.
- Virtual training can accommodate individual trainings and 2 to 8 students in virtual group sessions. Our virtual course will have detailed instruction structured to reflect the in-person instruction as closely as possible. In addition, using Google Classroom (chat and feed wall options) will encourage a strong communication line for both student to student and student to instructor.

At the end of the sessions, the students will have a strong understanding of what they need to be ready to be successful in employment environments. An evaluation of each objective and the students' progress will be documented on the evaluation form. A combination of discussion, activities, assessments, and videos will be used to present the material. Understanding of the material will be monitored through participation in activities, completion of tasks, and discussion of topics.

The following learning objectives will be focused on:

3.1 The students understand the skills employers expect from employees.

Lesson 1: Employer Expectations

- Employer Mission and Values
- Overview of Employability skills (Skills to Pay the Bills-Hard versus Soft Skills)
- Identify and assess current employability skills

3.2 The students understand the importance of good communication skills/Interactions with employers, coworkers, and supervisors.

Lesson 2: Communication in the Workplace

- What is communication and why is it important?
- How to talk to your supervisor
- How to interact with coworkers

3.3 The students understand the importance of being on time, following through on directions, and producing quality work.

Lesson 3: Workplace Skills 1

- Punctuality
- Following directions
- Producing quality work

3.4 The students understand social and interpersonal skills including verbal and written communication, professional behavior, teamwork, and problem solving.

Lesson 4: Workplace Skills 2

- Social and Interpersonal skills
- Verbal/written communication
- Professional behavior
- Teamwork
- Problem Solving

3.5 The students gained awareness of independent living skills including good hygiene, time management, money management, transportation, and community resources.

Lesson 5: Independent Living Skills

- Good Hygiene
- Time Management
- Money Management
- Transportation
- Community resources

3.6 The students understand job seeking techniques.

Lesson 6: Job Seeking Techniques

- Online Searches
- Applying in person
- Community Resources (job centers, library, etc.)