

Delmarva Community Services, Inc.

Virtual Employment Development Services

Overview

The purpose of the Delmarva Community Services, Inc. employment development program will be to provide comprehensive career development services to individuals referred by the Division of Rehabilitation Services. Individuals participating in the program will attend a 90 minute class two days a week. This program is designed to support consumers in learning appropriate workplace behaviors; soft skills development, interview etiquette and understanding the steps needed to apply, interview, and accept a job offer. The duration of the virtual employment development class will be for six weeks.

Participants will have the opportunity to exam their interests, abilities, strengths, and needs to match them to a potential occupation of choice. Emphasis will be placed on identifying interests, abilities, and goal setting. Individuals will have the opportunity to learn and discuss the importance of setting SMART goals. All class participants will be asked to develop and establish personal goals for themselves.

Discussion will be given to the qualities of a good employee, and what is required of workers in today's work place, both in person and virtually. Participants will review the job application process through a sample job application, create and develop an up-to-date functional resume, and participate in a virtual mock interview. Throughout the program, EDS participants will have the opportunity to virtually visit several community resources and employers. Individuals will also receive travel training instruction virtually, and be introduced to the tri county bus schedules.

The objectives for the Employee Development Program are as follows:

- To be able to develop personal career goals.
- To be able to identify interests, needs, and abilities.
- To have required documents needed for employment.
- To develop a personal resume.
- To complete a practice mock interview.
- To have a better understanding of employer and supervisor expectations.
 - This includes appropriate workplace behavior, proper attendance, and dressing for success.
- To complete a sample job application.

Once the above objectives have been achieved, individuals will be eligible for job development and placement services, with the ultimate goal of becoming successfully employed in an area related to the consumer's career goals. The Employee Development program will be evaluated and updated on an annual basis.

Outline and Syllabus

Week 1

Day 1 - Visualize your Career, Goal setting, Onet Online

Day 2 - Qualities of a good employee, Understanding/Obeying rules

Week 2

Day 3 - Know your job network, Relationships, Social Media

Day 4 – Overview of Job Applications (Complete Sample Application)

Week 3

Day 5 – Introduction to Resume Writing

Day 6 – Resume writing continued (Complete Functional Resume)

Week 4

Day 7 – Overview of The American Job Centers and MWE

Day 8 – Job interviewing/ Virtual Employer visit

Week 5

Day 9 - Job Interviewing Continued

Day 10 – Dress for success/Virtual Employer visit (Complete Mock Interview)

Week 6

Day 11 – Travel Training and Bus Schedule/Virtual visit

Day 12 – Review Day/EDS Certificates of Completion