



Pre-ETS Work-Readiness Training

Session	Length of session	Learning objectives addressed	Curriculum and materials	Activities Completed	Successful completion of objective assessment matrix
3:1-1	2 hours (2 one-hour sessions)	The students understand the skills employers expect from employees.	Skills Employers Expects Videos: Becoming Work Ready 3:25 min How to Become Employable 5:25 min Basic Job Skills-Interpersonal Skills 30:14 min Instructor: Will focus on basic skills needed to obtain/retain employment. Being able to meet employer expectations is important in getting/ retaining employment. Employers will look for the employee's ability to report to work on time, dress appropriately, communicate well with others, complete assigned tasks, and be respectful to supervisor and co-workers.	Discussion of videos presented. Instructor will pose related questions to ensure the student's understanding of objective. Student responses will indicate student's level of understanding.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met
3:1-2		The students understand the skills employers expect from employees.	Video: Employee Needs & Employer Expectations 8.30 min Expectations of Employers 1.59 min Instructor: Will focus on basic skills needed to obtain/retain employment. Being able to meet employer expectations is important in getting/ retaining employment.	Discussion of videos presented. Instructor will pose related questions to ensure the student's understanding of objective. Student responses will indicate student's level of understanding.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met

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			Employers will look for the employee's ability to report to work on time, dress appropriately, communicate well with others, complete assigned tasks, and be respectful to supervisor and co-workers.		
3:2	1 hour	The student understands the importance of good communication skills/interactions with employers, coworkers and supervisors.	Videos: What are Communication Skills 7.22 min Basic & Importance Communication Skills 6.12 min Instructor: Will demonstrate the importance of being able to work as a team as well as being able to work independently. Focus of discussion will be centered on being able to respect the differences and opinions of others.	Discussion: Student should be able to communicate why good communication is important in the workplace. Student should be able to discuss skills and talents that can be used in the workplace that will make the student a better candidate for the position.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met
3:3	1 hour	The student understands the importance of being on time, following through on directions and producing quality work.	Being on Time Videos: Importance of Being on Time 2:04 min How to Be on Time for Work 9:47 min Instructor: Will emphasize the importance of being on time for work. Producing Quality Work Videos: Get This Done 3:05 min Prioritize Work Tasks 9:39 min Be More Productive at Work 11:22 min Instructor: Will emphasize the importance of following through with directives and being productive. One major way to be productive is to prioritize work tasks. This will avoid becoming overwhelmed and tasks not completed.	Discussion: Student will discuss how to be on time for work and why it's important to retaining employment. Student will share knowledge gained on how to get work tasks completed and be productive while at work.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met

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3:4-1	4 hours (4 one-hour sessions)	The students understand social and interpersonal skills including verbal and written communication, professional behavior, teamwork and problem-solving.	Verbal & Written Communication Skills Video: Verbal & Written Communication Skills 5:29 min What are Communication Skills 7:22 min Basic & Importance Communication Skills 6:12 min Instructor: Will define verbal & written communication and how important they are in effective work place communication. Instructor will shed light on who may provide them with verbal and written communication. How should you reply to the communication received? Instructor will introduce forms of written communication (emails, notes, letters and reports) and explain each.	Discussion: Student should be able to discuss the types of communication (verbal/ written) and how they are important.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met
3:4-2			Professional behavior/teamwork Video: Workplace Behaviors 15.47 min Instructor: Will explain how important it is to develop adequate social & interpersonal skills. Emphasis will be placed on how important attitude and behavior is in the workplace. If you have good communication skills and a bad attitude and poor workplace behavior, being on time for work, employment may not be retained. Presentation of material will include using appropriate words (no foul language and no name calling) in the workplace. Instructor will stress the importance of displaying professional and positive behavior at all times and use good manners. Possessing the appropriate attitude and behavior in the workplace can be a determining factor in employment retention.	Discussion: Student should be able to discuss how attitude can become words, words become actions and actions can become habits. How important it is to display the appropriate behavior in the work place. What is acceptable behavior and what is not acceptable.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met

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3:4-3			Teamwork Videos: Five Tips for Effective Teamwork in the Workplace 9:45 min Good Teamwork vs Bad Teamwork 5:01 min Instructor: Will explain the importance of developing the skills to work well with others and it's importance in retaining employment. Being able to be a "self-starter" is great. Being able to work well with others is just as important in work productivity and employment retention. Focus of discussion will be centered on being able to respect the differences in opinions of others.	Discussion: Student should be able to demonstrate adequate knowledge/understanding of how important it is to be a good team player. Student should be able to explain the importance of why the difference in opinions of others must be respected.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met
3:4-4			Problem Solving Videos: Problem Solving in the workplace 8:55 min Problem Solving in the workplace 3:27 min Steps to improve your problem-solving skills 11:46 min Instructor: Will explain the value of problem-solving skills and the value of these skills. Instructor will explain that these are skills that most employers seek in employees. Being able to effectively solve problems is beneficial in nearly any position and can support a person's overall career advancement. Here the student will explore what problem-solving skills are, the most important skills in the workplace, steps to solve problems, and tips for improving this skill set.	Discussion: Student will engage in discussion of material presented. Student will be given workplace scenarios and how to develop two or more options for solving the issue. Student will be asked to weigh each option and select the best one	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met

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3:5-1	6 hours (6 one-hour sessions)	The student gains awareness of independent living skills including good hygiene, time management, money management, transportation and community resources.	Independent Living Skills Videos: How to become independent 3:30 min Independent Living Skills 2:02 min Independently living with a disability 5:25 min Instructor: Will introduce to the student the concept of independent living. Things that will be discussed: How to manage the money that I earn. How to manage my time wisely. What mode of transportation to and from? What if I need assistance, where can I find community base services? These topics will hopefully motivate the student to begin to think about what is needed to become independent.	Discussion: Student will be asked to share thoughts on what it means to become independent. Student will be asked to share fears and what how a smooth transition can be made.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met
3:5-2		The student gains awareness of independent living skills including good hygiene, time management, money management, transportation and community resources.	Good Hygiene Videos: Daily Hygiene 2:59 min Healthy Habits for Daily Hygiene 15:48 min Personal Hygiene 5:29 min Dignity in personal hygiene 14.21 min Instructor: Will share information oh how to establish and maintain good daily hygiene habits (clean hair, daily showers/ bathes, teeth brushing, etc.). Instructor will explain how important good hygiene is in the work place and in daily living.	Discussion: Student will be asked to discuss what his/her daily hygiene routines are. How can you improve this routine?	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met

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3:5-3		The student gains awareness of independent living skills including good hygiene, time management, money management, transportation and community resources.	How to manage the money that I earn Videos: Budgeting for Teens 2:28 min Independent Living Skills for Money Budgeting 4:16 min Managing Money Earned 4:21 min Instructor: Will focus on material that will assist the student in understanding where their funds are coming from and where it goes. This material will provide the student with the information they need to become financially literate as they move into independent living.	Discussion: Student will discuss their money source. Emphasis will be placed on how to earn, spend and save wisely.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met
3:5-4		The student gains awareness of independent living skills including good hygiene, time management, money management, transportation and community resources.	Transportation Instructor: Will present information regarding various modes of transportation (Uber & Lift) that are available in the student's community. Instructor will explain various types of transportation services that are available in cities and towns. Access to public transportation for people with disabilities are also available. MTA (www.mta.maryland.gov/mobility/) Reduced rate information will be given to the student. Mobility is a shared-ride service offered from the first exterior door of your home or pick up location to the first exterior door of your destination. Info will be given to student: Maryland Transit Administration Certification Division 4201 Patterson Avenue - 2nd Floor Baltimore, MD 21215 410-764-8181	Discussion: Information given to student will be written by student. Student will keep notes in a safe place for future use. Student will share what was learned from the information provided.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met

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3:5-5		The student gains awareness of independent living skills including good hygiene, time management, money management, transportation and community resources.	How to access community base services Videos: Maryland DDA Services 4.26 min Maryland DDA Services-Waivers 3.58 min Instructor: Will introduce the student to Developmental Disabilities Administration (DDA) & Maryland Department of Human Services. Instructor will provide the student with the range of services offered through each. Instructor will provide student with the web address for DDA (dda.health.maryland.gov) & MD Department of Human Services (dhs.maryland.gov). Instructor will explain each. Instructor will explain that these services can be in the home as well as in the community. Student will be asked to make a note of these resources.	Discussion: Student will be asked to discuss each entity presented. What they remember about each. The services the student thinks they may need.	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met
3:5-6		The student gains awareness of independent living skills including good hygiene, time management, money management, transportation and community resources.	Time Management Videos: What is Time Management 2:31 min Time Management Tips 3:38 min Instructor: Will explain what time management is and how it's important in the workplace/daily living. Instructor will explain how proper time management can reduce stress and anxiety. Instructor will explain how to get more done with good time management.	Discussion: Student will share their thoughts on how well they manage their daily time. Is everything getting done? Do you feel overwhelmed/ anxious? Student will give feedback relating to the videos. Was information helpful?	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met

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3:6	1 hour	The students understand job seeking techniques.	Job Seeking Techniques Videos: How to get a job with little or no experience 11:10 min 10 Ways to job search 4:43 min Job Search like a Pro 10:09 min Instructor: Will present information regarding how to find a job with little or no experience. Instructor will use a job goal given by the student and search for openings in their area.	Discussion: Student will share experience in job searching. What techniques did the student use? What techniques did you learn from the videos?	<input type="checkbox"/> Objective Met <input type="checkbox"/> Objective Not Met <input type="checkbox"/> Objective Partially Met