

FAMILY NEW LIFE
WAT
 Work Adjustment Training
 12 Week Course Syllabus

WEEK 1			Component 1
Monday	10am-12pm	Self Awareness With videos	
Wednesday	10am-12pm	Self Awareness continued -VITALS With videos	
Friday	10am-12pm	Review of Self Awareness- How to Improve Your Self Awareness	
WEEK 2			
Monday	10am-12pm	Self Disclosure of a Disability With videos Soft Skills Development-Organizational Skills introduction with videos	
Wednesday	10am-12pm	Soft Skills Development (<i>continued</i>)-Communication Skills & Self Advocacy with videos	
Friday	10am-12pm	Soft Skills (<i>continued</i>) Interpersonal Skills, Networking Skills & Time Management Skills with videos	
WEEK 3			
Monday	10am-12pm	Job Exploration- What is it? With videos	
Wednesday	10am-12pm	Job Exploration- <u>O*NET Interest Profiler Assessment</u> Review results	
Friday	10am-12pm	Job Exploration (<i>continued</i>) - Review Interest Profiler Assessment results continued if needed. Job searching for vocations indicated in the Interest Profiler Assessment. Job Search at least two vocations from the Interest Profiler Assessment. (<i>Focus on the techniques learned</i>)	
WEEK 4			
Monday	10am-12pm	Job search (<i>continued</i>) vocations from the Interest Profiler Assessment.	
Wednesday	10am-12pm	Review Interest Profiler Assessment and what it says about your vocational interests. Review the jobs	

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identified from the previous session. Introduce the job description.

<i>Friday</i>	10am-12pm	Job Description- What is it? Why is it important? Review the job description from last week's job search. Discuss each. Videos
WEEK 5		
<i>Monday</i>	10am-12pm	Employment Application-What is it and what is it's purpose? Types of Employment Applications. Explain the sections of the application. Video
<i>Wednesday</i>	10am-12pm	Completing the application. Teacher will explain each section of the application as it is completed. Video
<i>Friday</i>	10am-12pm	Completing the application (student) as independently as possible
WEEK 6		
<i>Monday</i>	10am-12pm	Student will job search for a position in the area. Review job description Complete application for the employment opportunity With Videos
<i>Wednesday</i>	10am-12pm	How to Follow up on a Job Application & Why <ul style="list-style-type: none"> Email Phone call With videos
<i>Friday</i>	10am-12pm	How to Follow up on a Job Application & Why <ul style="list-style-type: none"> Email (sample) Phone call (sample) Role play phone calls. With video
WEEK 7		
<i>Monday</i>	10am-12pm	Workplace Ethics -videos
<i>Wednesday</i>	10am-12pm	Appropriate Workplace Behavior What is Acceptable Behavior in the workplace video
<i>Friday</i>	10am-12pm	Appropriate Workplace Behavior Bad Behavior video 5 Office Behavior Tips video
WEEK 8		
<i>Monday</i>	10am-12pm	Resume/Cover Letter Creation Resume Writing videos Using a resume template, create your resume

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Wednesday	10am-12pm	Cover Letter Creation Cover letter videos Using a cover letter template, create your cover letter
Friday	10am-12pm	Review resume & cover letter writing. Review your resume and cover letter
WEEK 9		
Monday	10am-12pm	The Interview How to Prepare for the Interview videos
Wednesday	10am-12pm	Interview Questions-Top 10 Questions <ul style="list-style-type: none"> • Tell Me About Yourself videos-discussion • Why Should We Hire You? videos-discussion • Why Do You Want This Job? videos-discussion
Friday	10am-12pm	Interview Questions-Top 10 Questions continued <ul style="list-style-type: none"> • How Has Your Experience Prepared You for The Position? videos- discussion • Why Are You Leaving Your Current Job? Video-discussion • What are Your Strengths/Weaknesses? Video-discussion
WEEK 10		
Monday	10am-12pm	Interview Questions-Top 10 Questions continued <ul style="list-style-type: none"> • How Do You Handle Stress & Pressure? Video-discussion • What are Your Salary Expectations? Video-discussion • What are Your Goals for the Future? Video-discussion • Your Questions for the Interview -video-discussion
Wednesday	10am-12pm	Mock Interviews - Let's Practice Videos-discussion
Friday	10am-12pm	Mock Interviews - Let's Practice continued Videos-discussion
WEEK 11		
Monday	10am-12pm	Dress for Success <ul style="list-style-type: none"> • Grooming/Hygiene • Grooming Tips • Appropriate Interview Attire Videos-discussion

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<i>Wednesday</i>	10am-12pm	Appropriate Workplace Attire <ul style="list-style-type: none"> • Outfits for different workplaces • Business formal vs business casual Videos-discussion
<i>Friday</i>	10am-12pm	Financial Management -How to Manage your earnings Video-discussion
WEEK 12		
<i>Monday</i>	10am-12pm	Review of Interview Questions -Role Play Video-discussion
<i>Wednesday</i>	10am-12pm	Review of Interview Work on interview questions that pose a challenge Video-discussion
<i>Friday</i>	10am-12pm	Review & Questions of all material