

## **EMPLOYMENT DEVELOPMENT SERVICES PROGRAM – Part 2**

DORS individuals will enhance their job readiness skills in order to prepare them for full or part time employment.

Provided after the skills training is completed and prior to receiving job development services

### **Week 1**

#### **Day 1**

- **Self- Presentation**
  - Interview Image
  - Dress for success on the job
  - Business Etiquette
  - Body language

#### **Day 2**

- **Job Search Skills**
  - Outcome
  - Your approach to Job Search
  - Networking
  - Activities
  - Maintaining a job search journal

#### **Day 3**

- **Resume Development**
- **Mock Interviews and Discussions**

#### **Day 4**

- **Resume Development**
- **Mock Interview Activities**

**Individuals will receive their completed resume**

**Each Individual will receive a certificate for completing the program**