

Horizon Goodwill Industries

Job Readiness II Syllabus: Weekly Learning Activities

Week 1

- Introductory meeting with DORS Liaison and site supervisor to identify job duties and schedule
- Assistance with securing transportation to work site
- Completion of all Horizon Goodwill Industries new hire documents
- Work Site tour and facility orientation
- Introduction to workplace time management system (either punch clock or web clock)
- Introduction to teammates
- Introduction to workplace expectations including departmental quota expectations
- Weekly Jobs Club

Week 2

- Shadowing Core employee to ensure readiness to begin performing workplace tasks independently
- Use of workplace time management system
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 1 checklist
- Job Coaching as needed

Week 3

- Working independently at work site
- Following regular weekly schedule
- Use of workplace time management system
- Development of workplace communication skills
- Development of self-advocacy skills -communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 2 checklist
- Budgeting discussion with DORS Liaison -pay week
- Job Coaching as needed

Week 4

- Working independently at work site including reporting departmental quota for days/times worked
- Following regular weekly schedule
- Use of workplace time management system
- Development of workplace communication skills
- Development of self-advocacy skills- communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 3 checklist
- Job Coaching as needed

Week 5

- Working independently at work site including reporting departmental quota for days/times worked
- Following regular weekly schedule

- Use of workplace time management system
- Development of workplace communication skills
- Development of self-advocacy skills- communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 4 checklist
- Job Coaching as needed
- Budgeting discussion with DORS Liaison -pay week

Week 6

- Working independently at work site including reporting departmental quota for days/times worked
- Following regular weekly schedule
- Use of workplace time management system
- Development of workplace communication skills
- Development of self-advocacy skills- communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 5 checklist
- Determination of need for additional job readiness training or recommendation to transition to job development via DORS Consumer/Goodwill Meeting staff
- Job Coaching as needed

Week 7

- Identification of new tasks participant is interested in learning in workplace. This may include a transportation to different business unit to gain these skills
- Introduction to the new workplace expectations associated with new tasks/business unit participant is participating in
- Following regular weekly schedule
- Use of workplace time management system
- Development of self-advocacy skills -communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 6 checklist
- Job Coaching as needed
- Budgeting discussion with DORS Liaison -pay week

Week 8

- Working independently at work site including reporting departmental quota for days/times worked
- Following regular weekly schedule
- Use of workplace time management system
- Development of workplace communication skills
- Development of self-advocacy skills- communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 7 checklist
- Job Coaching as needed

Week 9

- Working independently at work site including reporting departmental quota for days/times worked
- Following regular weekly schedule
- Use of workplace time management system
- Development of workplace communication skills
- Development of self-advocacy skills -communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 8 checklist
- Job Coaching as needed
- Budgeting discussion with DORS Liaison -pay week

Week 10

- Working independently at work site including reporting departmental quota for days/times worked
- Following regular weekly schedule
- Use of workplace time management system
- Development of workplace communication skills
- Development of self-advocacy skills – communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 9 checklist
- Job Coaching as needed

Week 11

- Working independently at work site including reporting departmental quota for days/times worked
- Following regular weekly schedule
- Use of workplace time management system
- Development of workplace communication skills
- Development of self-advocacy skills -communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 10 checklist
- Job Coaching as needed
- Budgeting discussion with DORS Liaison -pay week

Week 12

- Working independently at work site including reporting departmental quota for days/times worked
- Following regular weekly schedule
- Use of workplace time management system
- Development of workplace communication skills
- Development of self-advocacy skills -communicating need for accommodation with site supervisor, supported by DORS Liaison
- Weekly Jobs Club
- Meeting with DORS Liaison to review Week 11 checklist
- Job Coaching as needed
- Final meeting with Goodwill Staff & Consumer