

Employee Development Services / Work Adjustment Training Outline

Session 1 (4 hours):

- Introduction to the Session
- Resume Consultation
- Dress for Success
- Mock Interview Practice #1

Session 2 (4 hours):

- Attitudes at Workplace
- Professional & Interpersonal Communications
- Arrive On-Time and Leave On-Time
- Public Transportation Issues
- Mock Interview Practice #2

Session 3 (4 hours):

- Social Media – DO and DO NOT
- Ethics in Workplace
- What to Wear at Work and Not to Wear
- Mock Interview Practice #3

Session 4 (4 hours):

- On the Job Performance
- Work-related community skills
- Work Practices
- Mock Interview Practice #4

Session 5 (4 hours):

- Assistive Technology at Workplace
- How to request reasonable accommodations at workplace
- Hearing Culture at Workplace vs. Deaf Culture at Community
- Barriers to Employment
- Mock Interview Feedbacks