

Syllabus JSSA's Virtual EDS/WAT Services			
Week	Main Topic	Session	Lesson Focus
1	Social Skills and Communication for the Workplace	A	Professional written and verbal communication
		B	Non-verbal communication/Body Language
		C	Conflict resolution and accepting feedback
2	Daily Living Skills for the Workplace	A	Hygiene and Nutrition
		B	Time-management and transportation
		C	Money management and understanding a paystub/paycheck
3	Self-Advocacy in the Workplace	A	When, how, and to whom to share concerns
		B	Accommodations: Needs vs. Wants
		C	Problem-Solving—Big vs. Small problems
4	Understanding Employer Expectations	A	Knowing your job and your responsibilities
		B	Workplace behavior, attire and teamwork
		C	Workplace ethics and social norms
5	Job Search Skills	A	Resume and references- the basics
		B	Cover Letter – writing workshop
		C	The job search process and targeting ideal jobs
6	Interview Preparation	A	Dressing for success and professionalism Virtual interviews
		B	Answering questions including the tough ones
		C	Thank you emails and how to follow up with employers