



# Overview

## Work Adjustment Training

9:00am – 1:00pm

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### Week 1

#### Introduction

- 1.Resume Writing
- 2.Team Work (People With Disabilities Work)
- 3.Rights of Workers/Advocacy
- 4.Maryland Workforce Exchange Website Tutorial
5. Appearance & Grooming

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### Week 2

#### Off Site

**\*Complete Observation Forms after each visit for review later:**

- 6.Hidden Treasures/Kent House Kitchen & Pro. (off site)
- 7.Washington College (off site)
- 8.Locations of local places with internet access (off site)
- 9.One Stop Career Center (off site)
- 10.Infinity Recycle(off site)

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### Week 3

#### Supports

- 11.Review Day / Natural Supports (on/off site)
- 12.Filling out job applications / Self Advocacy
- 13.ABLE Account/Money Management
- 14.Interview Skills pt 1
- 15.Transportation (w/ DCT rep)

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### Week 4

#### Ethics

- 16.Interview Skills pt 2
- 17.Social/Coping Skills – Ethics
- 18.Undetermined off site visit to employer (off site)
- 19.Obtaining a cell phone/Interne job searching
- 20.Final Day Review

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**Additional Instructions:** Agenda will be changed to accommodate holidays or any other unexpected closures.