



PRE-EMPLOYMENT TRANSITION SERVICE (PRE-ETS)

Work-Readiness Training

Learning Objectives

- 1.1 The students understand the skills employers expect from employees.
- 1.2 The students understand the importance of good communication skills/interactions with employers, coworkers, and supervisors.
- 1.3 The students understand the importance of being on time, following through on directions, and producing quality work.
- 1.4 The students understand social and interpersonal skills including verbal and written communication, professional behavior, teamwork, and problem-solving.
- 1.5 The students understand job-seeking techniques.

Outline of Curriculum

Objective 1.1 Employer Expectations [Part 1]

1. Understanding Assigned Job Duties
2. Asking for Assistance When Needed
3. Time Management on the Job

Objective 1.2 Professionalism at Work – Soft Skills Training [Part 1]

1. Showing Respecting to Others
2. Appropriate & Inappropriate Work Attire
3. Developing Good Work Ethic
4. Providing Good Customer Service
5. Following the Rules at the Job

Objective 1.3 Employer Expectations [Part 2]

1. Be On Time for Work
2. If Absent or Late, Notifying Appropriate Supervisor
3. Consequences of Excessive Lateness and/or Absences

Objective 1.4 Socialization at Work – Soft Skills Training [Part 3]

1. Acceptable & Unacceptable Work Behaviors
2. Handling Conflict at Work
3. Effective Communication Skills
4. Understanding your Body Language
5. Understanding your Tone of Voice
6. How to Maintain Professional Workplace Relationships

Objective 1.5 Job Seeking Skills – Interviewing Skills

1. Getting Ready for an Interview
2. Job Interview: Appropriate Attire
3. Personal Appearance, Attitude, & Hygiene

4. Interview Questions: What to Expect, How to Answer Certain Questions, and Questions You Should Ask
5. Role Play: Mock Interviews

Objective 1.5 Job Seeking Skills – Applications and Resume

1. What is a Resume? Parts of Resume, Types of Resumes
2. Cover Letter, Professional & Personal References, and Its Importance
3. The Cycle of Applying for a Job - Job Search resources
4. Completing an Application (Paper & On-line)
5. Exit Interview by Staff

Synopsis:

- Training will be offered in-person (or hybrid) based on consumer choice.
- Service can be provided to 1-10 individuals at a time in each session.
- Each topic in the curriculum will be broken down into daily lessons and review will be done at the end of each day.
- Weekly quizzes will also be conducted at the end of each week.
- Service delivery will be lectures, group discussions, handouts/worksheets, role playing, training videos and other skill building tasks will be used to lecture on each specific topic.
- At the end of each session, each student will be awarded with a Certificate of Completion certificate from LIFE INC after they have successfully completed the program.
- In addition, each student will have their own portfolio that enclosed copies of their resume and cover letter, and pertinent documents completed during training session.