



## **Employment Development Service Syllabus**

### **Course: Work Adjustment Training and Paid Work Experience**

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**Course Description:** Workplace Excellence - *Delivering four weeks of Essential Skills for Workplace Success*

**Prerequisites:** None

**Work Experience:** Eight weeks of a paid (minimum wage) hands-on-training at *UMMS or New Rest Community Health Center*

**Course and Work Experience Objectives:** At the end of this cohort participants should be able to:

- Understand and deliver essential workplaces skills; gain a better understanding of the employer's perspective, practical skills and the "bottom line" in the essential course topics; exemplify professionalism and work etiquette in any work setting.

#### **ORIENTATION and GOAL SETTING**

- Program expectations/do we know how to prioritize our time and our plans for the future

#### **COMMUNICATION***ability*

- Verbal & non-verbal communication in the workplace

#### **PRESENT***ability*

- How serious are we about how we carry ourselves and offer our professionalism at work

#### **DEPEND***ability*

- Maximizing time in the workplace

#### **FINANCIAL LITERACY**

- Budgeting, saving, spending, earning, investing

#### **INTERVIEW/RESUME**

- Learning the various resume formats and preparing for an interview