



Employment Development Service Syllabus

Course: Work Adjustment Training and Paid Work Experience

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