

Melwood Horticultural Training Center

DORS Virtual EDS/WAT Six Week Addendum

Program Description: Melwood's **Professional Development Training** is a Division of Rehabilitative Services (DORS) approved curriculum designed to prepare individuals to enter/re-enter the workforce in the career path of their choice. The **virtual six-week program** focuses on research-based soft skill instruction to enhance successful transition to the work environment. Curriculum has been embedded with and designed to address elements of the skill domains of employment, self-determination and interpersonal relationships. The instructional outline has explicit outcomes and are blended with elements of professionalism and networking. Each participant will complete an electronic portfolio documenting their experience and receive a certificate of completion for the professional development training course.

PDT Scope of Service: Services will be delivered up to three days per week, one session each service day for at least 1 ½ hours duration, for a total of six weeks per cohort. Each cohort will consist of 1-4 participants. DORS will refer cohort participants to Melwood through the DOR AWARE authorization process. Melwood will coordinate with and assist the participant on the use of the virtual platform and identify the level of support required for participant's completion of the lessons.

PDT Delivery of Service: Melwood will be using the "*Go To Meeting*" secure virtual platform mirroring a classroom-like setting. The instructor will virtually train and support each participant based on individual needs which may include:

- Reading lessons, as needed;
- Clarifying lesson questions and answers, as needed;
- Providing assistive technology and accommodations, as needed;
- Being present virtually with the consumers for 1 ½ hours for the consumers to successfully understand and complete each session; and,
- Providing additional support activities as needed (i.e., homework).

PDT Program Instruction Outline/Outcomes; Three Day a Week Format:

Week One

- Personal Career Planning and Goal Setting
- Effective Communication and Etiquette
- Personal Boundaries in the Workplace

Week Two

- Resumes
- Cover Letters
- Applications

Week Three

- Dress for Success
- Personal Hygiene
- Interview Skills

Week Four

- Mock Interviews
- Common Employer Policies
- Common Employer Forms

Week Five

- Attitude and Enthusiasm On-The-Job
- Self-Advocacy, Self-Determination and Self-Direction in the Workplace
- Time Management

Week Six

- Workplace Behavior
- Problem Solving and Critical Thinking in the Workplace
- Teamwork in the Workplace

PDT Daily Lesson Format: Ice Breaker and Introduction, Teaching Content I-Direct Instruction, Teaching Content II-Individual, Cooperative, or Collaborative Practice, Review-Wrap-Up and Reflective Exercise.

DORS Virtual EDS/WAT Reporting Documentation: All session data will be entered daily into Melwood's Efforts to Outcomes (ETO) electronic data collection system by the instructor. Additionally, the instructor will complete DORS Training Progress Report, RS-7C. Melwood will submit the RS-7C and copies of documents resulting from EDS/WAT participation (resume, cover letter, etc.) to DORS using the DORS secure electronic billing system.

DORS Virtual EDS/WAT Fees:

Service	Approximate Length of Program	Fee
Virtual Employee Development Services	6 weeks; each session is 1 ½ hours (two – three sessions per week)	\$55 per person, per session