

## **Job Readiness Bootcamp:**

Workplace readiness training will be a hands-on, interactive program designed specifically for students ages 14 to 21. The goal of New Horizons workplace readiness training program is to help students obtain the skills necessary to gain competitive employment in the community. Goals and objectives established during the initial phase of the program, will address each individuals' unique needs. Work place readiness training topics will include but are not limited to:

- Job seeking skills, (e.g. effective interviewing; completing job applications; resume writing)
- On the job training/performance skills.
- Work related communication skills
- Work related interpersonal skills (e.g. conflict resolution, anger management).

### **Note on Job Readiness Bootcamp Training and Class Time:**

- New Horizons is capable of providing Job Readiness Bootcamp services within a **three-week program meeting three times per-week for two hours at each training session (18 hours total).**
- This suggested timeframe is dependent on the student's needs and availability.
- New Horizons suggests that services be provided during the summer months when the student is on summer break.
- If the summer is not best for each student, New Horizons will make training and class time available on weekends and evening hours as well.
- At the end of each week progress notes will be submitted to promote increased awareness of the students' strengths and areas requiring improvement.
- On the 3<sup>rd</sup> week, applicable students will take part in a "mock interview" and will be assessed.
- At the end of the 3-week session, an exit document will be submitted that will measure the program outcomes.
- Depending on the students' progress at the conclusion of the session, supplemental recommendations may be suggested.

Additional training and/or activities to strengthen employment related skills/abilities:  
Self- Advocacy services to increase career awareness:

### **WEEK 1 DAY 1**

- Body language
- Active listening
- Assertiveness vs. aggression

### **WEEK 1 DAY 2**

- Recognizing anger/stress

- Coping skills
- Conflict resolution

### **WEEK 1 Day 3**

- Team building
- Solving problems
- Social skills in the workplace AKA Acting appropriately

### **WEEK 2 DAY 1**

- Time Management
- Hygiene/Proper Attire
- Sexual Harassment

### **WEEK 2 DAY 2**

- Adapting to change
- Conflict resolution
- First impressions

### **WEEK 2 DAY 3**

- The customer is always right!! (or are they??)
- Productivity and Quality on the Job
- Attitude Adjustment

### **WEEK 3 DAY 1**

- Getting along with co-workers
- Setting employment goals
- Identifying Your skills/Experiences

### **WEEK 3 DAY 2**

- Resume writing
- Interviewing Skills
- Preparing for an interview

### **WEEK 3 DAY 3**

- “Real” mock interviews/Peer critique
- 1st day on the job