



WAT/EDS SERVICES

The goal of New Horizons WAT/EDS is to help consumers obtain the skills necessary to gain competitive employment in the community.

If approved by the Division of Rehabilitation Services, WAT/EDS will be offered virtually via teleconferencing using **Zoom** (password protected) to applicable consumers.

WAT/EDS 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).

WAT/EDS CLASS SCHEDULE:

New Horizons is capable of providing virtual WAT/EDS services virtually via teleconferencing using **Zoom** (password protected). The six week program will consist of three 2 hour sessions per week at a rate of \$55.00 per session for each consumer.

WAT/EDS OBJECTIVES/DELIVERABLES

- On the 1st day of training a pre-assessment will be given to measure the consumers overall knowledge/skills
- On last day of the 6th week the consumer will take part in a “mock interview” and will be assessed accordingly.
- On the last day of the 6-week session, a post assessment will also be administered to measure knowledge gained during the training.

Note: Depending on the consumers' progress at the conclusion of the session, supplemental recommendations may be suggested.

WAT/EDS 6 WEEK CURRICULUM:

WEEK 1

11:00 – 12:30

Monday Topics

- Introduction
- You Made the Right Choice/Curriculum
- Workforce Readiness Pre-Assessment
- What Are Soft Skills

Tuesday Topics

- Gathering Pertinent Information
- Why Are You Here
- Jobs vs Careers
- Setting Goals

Wednesday Topics

- What Are transferable Skills
- Tell Me About Yourself
- How to Maintain Personal Hygiene in the Workplace
- Tips For Making a Positive First Impression

WEEK 2

11:00 – 12:30

Monday Topics

- Communication Skills: Necessary for Life
- Were You Listening (Quiz)
- Dealing With Anger
- Managing Emotions Skill Builder “Snapping”
- Body Language

Tuesday Topics

- Assertiveness vs Aggression
- Coping Skills/Change
- Review Of Soft Skills
- Networking

Wednesday Topics

- Your Attitude
- Doing Your Best
- Skills List/Skills Identification Worksheet
- Preparing For The Mock Interview

WEEK 3

11:00 – 12:30

Monday Topics

- Job Interest Survey
- Productivity And Quality On The Job/Independence & Initiative
- Commitment To An Employer/Work Specific Skills

- Managing Your Career: How To Perform Well On Your Job

Tuesday Topics

- Is your Online Profile Hurting Your Career
- Stress Reducers
- Attitude Adjustment/Conflict Resolution
- Pros And Cons Of Becoming Friends With Co-Workers

Wednesday Topics

- Don't Get Fired/How To Keep Or Lose A Job
- Perception vs Reality/Overcoming Fears
- Sexual Harassment/Workplace Bullying/Cyber-Bullying
- What Is Professionalism

WEEK 4

11:00 – 12:30

Monday Topics

- Register With Maryland Workforce Exchange -One Stop Online
- Meeting The Customer's Expectation
- Teamwork
- Work Ethics

Tuesday Topics

- Decision-Making Skill Builder: Truth Or Consequences
- Good Employee Worksheet/Work Values
- Communication Skill Builder: Beating the System
- How Self-Motivated Are You Taking Initiative

Wednesday Topics

- What Employers Are looking For
- Time Management /Problem-Solving/ Decision Making Skills
- Employment Investigations
- Criminal Violations

WEEK 5

11:00 – 12:30

Monday Topics

- Fact finding (gathering info for a resume)
- Tips On Composing A Solid Resume And Cover Letter
- How To Complete Applications
- Review of good vs bad resumes

Tuesday Topics

- Employment Professional References
- Pre-Employment Paperwork
- Monthly Budget
- Analyzing Paystubs

Wednesday Topics

- Discovering Abilities
- Job Objective Worksheet
- Interview Practice
- Starting a New Job (1st day and probationary period – 90 days)

WEEK 6

- Why Should I Work? Barriers to Work
- You Should Hire Me Because ...
- Developing A 30 Second Commercial
- What to Expect At An Interview

Tuesday Topics

- What To Wear/Bring To An Interview
- Appropriate Interview Behavior
- Questions To Ask A Potential Employer During An Interview
- Disclosure

Wednesday Topics

- What To Do When A Job Is Offered
- Mock Interview
- Workforce Readiness Post-Assessment