

Work Readiness Training Proposal

Duration – 2 1/2-week program

Days – Monday/Wednesday/Fridays for 2 hours each session (Days can be flexible based on student's schedule)

Total length of training – 15 hours

Rate – \$1,050

Location – Virtual (OPR Google Classroom) and in person option available

Group Ratio – 4 students to 1 instructor. 4:1 Average setting.

Minimum 2:1 and Maximum 5:1

OPR agrees to the following: Agreement with the Pre-ETS fee. Agreement to provide intensive support for students who require it to participate in Pre-ETS. Agreement to adhere to DORS' Pre-ETS reporting requirements.

Student Learning Objectives

- **3.1 The students understand the skills employers expect from employees.**
- **3.2 The students understand the importance of good communication skills /interactions with employers, coworkers and supervisors.**
- **3.3 The students understand the importance of being on time, following through on directions, and producing quality work.**
- **3.4 The students understand social and interpersonal skills including verbal and written communication, professional behavior, teamwork and problem solving.**
- **3.5 The students gained awareness of independent living skills including good hygiene, time management, transportation and community resources.**
- **3.6 The students understand job seeking techniques.**

Materials:

- Student notebooks for journaling
- Handouts:
- Desktop/laptop if virtual
- Pens, pencils

Week 1

3.1 The students understand the skills employers expect from employees.

Tell students whether they decide to enter college, a trade school or the military, employment will be somewhere in their future.

Beyond looking for specific technical skills when hiring for a specific position, employers look for 9 valuable employability skills:

Communication skills, critical thinking skills, problem-solving skills, time management skills, ability to work independently, dedication, collaboration, flexibility and leadership.

Ask students to think about some ways they can demonstrate some of these employability skills on the job, Students view a video about employability Skills Employability. Each of the employees demonstrated how they apply these skills to work.

Students play employability skills matching game [Employability skills - - Matching pairs \(wordwall.net\)](https://www.wordwall.net/en/employability-skills)

Journal: Take 5 of the skills mentioned (from the list, video or game) and identify how they may be used in the workplace. To be read aloud in class. Instructor to check for understanding.

Objective 3.2 The students understand the importance of good communication skills /interactions with employers, coworkers and supervisors.

What is communication? The act of giving, receiving, and sharing information through both verbal and nonverbal methods.

- Verbal communication involves using words, both oral and written. Examples include talking face to face, on the telephone, etc.
- Nonverbal communication examples include facial expressions, gestures (pointing at something), posture, and body movements.

Students view video [Soft Skills--Communication \(youtube.com\)](https://www.youtube.com/watch?v=SoftSkills--Communication)

Good communication skills are essential in the workplace for professional success. The 7 c's of Communication is a list of principles for people to apply to their communication.

- They should be clear, concise, concrete, correct, coherent, complete, and courteous.

[7 Cs of communication / 7 principles of effective communication | Communication part-3 \(youtube.com\)](https://www.youtube.com/watch?v=7Cs of communication / 7 principles of effective communication | Communication part-3)

Assessment: [COMMUNICATION SKILLS - Quiz \(wordwall.net\)](https://www.wordwall.net/en/communication-skills-quiz)

Objective 3.3 The students understand the importance of being on time, following through on directions, and producing quality work.

Ask students what the term punctual means. Simply put, it means being on time, Why is being punctual important?

It shows that you are committed to your job, you are reliable, you respect your coworkers, reflects professionalism.

Students watch video illustrating how tardiness can cost a company money. [What's the Hidden Cost of an Employee Being Late? \(youtube.com\)](#)

Read scenarios to students demonstrating the negative effects tardiness can have on a company, Discuss.

Ask students why following directions is important. It helps you avoid unnecessary (sometimes costly) mistakes, it builds performance skills, it can save the company money, ensures the quality of a job's results, and facilitates safety.

Tell students producing quality work includes accuracy, completion of work, communication, attendance, decision-making, and time management.

[Get the Job ... Keep the Job! \(youtube.com\)](#)

Journal: What does it mean to be a team player? Students read entries aloud. The instructor will check for understanding.

Week 2

Objective 3.4 The students understand social and interpersonal skills including verbal and written communication, professional behavior, teamwork and problem-solving

What are social skills? Social skills are used to communicate. Strong social skills can help you build and maintain relationships with others in a variety of ways. These include verbal, nonverbal, written, and visual. Social skills are also referred to as soft skills or interpersonal skills. They are also known as 'people skills.'

The instructor defines each skill.

Assessment: [Verbal and Non - Verbal Communication - Group sort \(wordwall.net\)](#)

Introduce students to:

- Hard skills-learnable skills that enable individuals to perform job-specific tasks or that may be required for a specific job.
- Soft skills-(interpersonal skills) a set of personal attributes, behaviors, and social attitudes that enable individuals to interact effectively with one another.

The instructor gives examples of each.

Students view why soft skills video.

[Matching- Hard/Soft Skills - Group sort \(wordwall.net\)](#) Go over answers

Assessment: Give examples of hard skills/soft skills. Why are they important?

Objective 3.5 The students gained awareness of independent living skills including good hygiene, time management, transportation and community resources.

Define independent- free from outside control; not depending on another person's authority.

What are independent living skills? Tell students that most if not all of them still live at home with their parents or some other adult who may or may not take care of at least some of their living needs. Tell students that as they age, they will need to live more independently.

The first area we will cover is hygiene. Good hygiene is the practice of keeping your body clean and healthy and protecting yourself from getting sick.

Maintaining good hygiene includes handwashing, brushing and flossing teeth, showering or bathing regularly, washing and combing hair, washing and caring for skin (moisturizing, etc), trimming and grooming nails, wearing clean clothes, laundering and changing bed linen. For females, it includes menstrual hygiene.

[All About Hygiene - Independent Living & Life Skills Lesson \(youtube.com\)](#)

Tell students it's crucial because it helps to prevent the spread of infectious diseases (colds, flu. Recall COVID-19?).

Tell students when cooking or preparing meals, we must practice food hygiene. Discuss reasons why.

[Hygiene - Categorize \(wordwall.net\)](#)

Managing time is the process of organizing and dividing your time between activities. It's important because you'll be more productive, have less stress, and have more free time.

Discuss ways to improve time management skills including planning out your day, making a schedule or a to-do list, prioritizing what's most important on your to-do list, limiting distractions, asking for help, and taking a break when needed.

[Trip Planner | WMATA](#)

Assessment: Students create a schedule.

Money management – Discuss ways students can make money. Tell them the money they make, along with allowance (if applicable) is their income. Debt is money that is owed.

Tell students their income should be spent on their needs, wants, and savings. Make sure students can distinguish wants and needs,

Define savings and budget to students. Define the 50/20/30 rule to students.

Assessment: Students create a budget with a \$1000 monthly income.

Students will make a list of needs/wants

[Claim Your Future | Claim Your Future | Sign In](#)

Week 3 (1 class)

Objective 3.6 The students understand job-seeking techniques.

Discuss ways individuals apply for jobs including filling out an application in person, online, search engines, submit a resume. A resume is a one-page document that summarizes your skills and experience.

Tell students, the next step is the interview. There are different types of interviews: traditional, group, panel, online, phone, behavioral. Give examples of each.

Students view video of mock interview [Top Interview Tips: Common Questions, Nonverbal Communication & More | Indeed \(youtube.com\)](#)

Go over steps for preparing for the interview including, researching the company, practicing, and dressing to impress (discuss appropriate attire).

Go over common interview questions with students. Conduct mock interviews.

Sources

[How to Run a Mock Interview with Your Students \(icevonline.com\)](#)

[PCRN: Employability Skills \(ed.gov\)](#)

[Workplace Transformations: Employer Business Practices and Benefit Offerings \(transamericainstitute.org\)](#)

[The 7 Cs of Communication - A Checklist for Clear Communication \(mindtools.com\)](#)

<https://lifelonglearning.waldenu.edu/resource/what-is-the-difference-between-hard-skills-and-soft-skills.html>

[Soft Skills--Communication \(youtube.com\)](#)

[Qualities and Skills Employers Look For \(columbiastate.edu\)](#)

[Effective Communication: Improving Your Interpersonal Skills \(helpguide.org\)](#)

[What's the Hidden Cost of an Employee Being Late? \(youtube.com\)](#)

<https://www.skillsyouneed.com/ips/communication-skills.html>

[Creating A Budget Plan: The What, Why and How \(consumercredit.com\)](#)

[The importance of following instructions in the workplace \(picomto.com\)](#)

[Time Management Strategies for Students and Professionals \(marquette.edu\)](#)