

Employment Development Services at ROI

Course Schedule

All Classes are 4 hours unless otherwise specified.

Week 1—Safety Issues

- Monday—Personal Information (3 hours).
- Tuesday—Communication and assertiveness practice.
- Wednesday—Community awareness, safety signs, emergency evacuation procedures & field trip.
- Thursday—Money management.

Week 2—Social Skills

- Monday—Social Skills introduction. Appropriate phone usage, using your phone as a tool to assist in the workplace.
- Tuesday—introduction to etiquette and manners/ field trip.
- Wednesday—Practice using etiquette and manners/role play & review of character traits employers want.
- Thursday—Boundaries/ social media etiquette in the workplace (3 hours).

Week 3—Conflict Resolution

- Monday—Identifying feelings, workplace boundaries and ethical practices.
- Tuesday—Stress management & deep breathing exercises.
- Wednesday—Practice with problem solving.
- Thursday—Teamwork (3 hours).

Week 4—Personal Grooming and Hygiene

- Monday—Talk about and identify professional dress and hygiene & video presentation.
- Tuesday—Dental care/ haircare & video.
- Wednesday—Showering and grooming (3 hours).
- Thursday—Field trip (professional dress in the workplace).

Week 5—Interview Skills

- Monday—Introduction to the interview/ mock interview recording (3 hours).
- Tuesday—Examine and critique mock interviews/ Discussion on work history/ practice with sample job applications.
- Wednesday—Review of commonly asked questions. Discussion of what to ask the interviewer.
- Thursday—Final mock interview/ guest speaker.

Week 6—Career Interests

- Monday—Job Preferences/ Attaining Employment/ Intro to Resume (3 hours).
- Tuesday—Resume development/maintaining employment.
- Wednesday—Field trip to work site.
- Thursday—Field trip to work site.

Course content will be evaluated at the end of each 6-week course. Changes and updates to course material may occur at this time depending upon the results of the evaluation.