



Target Community & Educational Services, Inc.
...Targeting Dreams, Fostering Opportunities

Steer your Career-Get Career Ready

Voc. Rehab Work Readiness Course

Course Syllabus

Objective: Individuals that participate in these classes will become more knowledgeable in understanding the employment process, gain skills to obtain and maintain a job and become an active member of their community workforce.

A. Starting the Employment Journey

Class 1 & 2. Communicating with my team

- Who is my team?
- What are each person's roles and responsibilities?
- What is my family's role?
- How to advocate as an independent adult.
- How to communicate in a professional manner.
- How to communicate with my team.
- How to start the job search.

B. Interviewing Skills/Application Process/Resumes

Class 3 & 4. Documentation in employment process

- What is a Resume?
- Important information to be included
- How far back does the resume go?
- What are considered "special skills"?
- Practice completing/updating resumes.
- What is a cover letter? What should it include?
- Look at examples of cover letters
- What is an application? How do we fill it out?
- Practice completing mock applications!

Class 5. Interviewing Skills

- What to expect during the interview process
- Appropriate responses to common interview questions
- What to wear to an interview
- Mock Interviews

C. Starting A New Job!

Class 6. On Boarding

- Creating/Remembering Logins and Passwords
- Setting up direct deposit
- Completing tax documents (W-2, I-9, etc.)
- What documents do I need to provide?
- Policies and Procedures for work site
- Online training

D. Professional Behavior in the Workplace

Class 7. Foundations of Being a Professional Employee

- Professional Attire/Hygiene
- Attendance: Am I on time? Do I know what time my shift starts?
- Time Management: managing break times, prioritizing/completing tasks

Class 8 & 9. Professional Conduct

- Are my behaviors/actions in the workplace appropriate?
- Inside voices, adult speaking voices
- Effectively and appropriately expressing needs
- How to appropriately take feedback and criticism
- Conflict management at work

Class 10. Positive Attitude at Work

- How to stay motivated at work
- What to do to maintain stamina when work is slow
- Maintaining a positive demeanor when completing non-preferred tasks

E. Taking Initiative in the Workplace

Class 11. Communication

- Changes in schedule
- Accepting employers request to add shifts
- How to call out/ what is a reason to call out
- Requesting time off
- Communicating problems at work to employer/Target staff
- Texting/Calling Etiquette: How often/what to say/when to follow up

Class 12. Self-Advocacy

- What accommodations do I need?
- How am I getting to work?
- Wanting more hours/more days of work
- Raises and Promotions
- How to handle harassment/bullying/abuse at work
- RECAP- do you feel ready now?