

**eMERGE, Inc.**  
**Work Adjustment Training**  
**Course Syllabus**

The Work Adjustment Training (WAT) Course Syllabus is designed to cover the job skills that are addressed during the work adjustment period. All service recipients of WAT should demonstrate competency in each topic area. An individual plan for each individual is developed that identifies the areas of needed focus for that individual. Individuals may have extended time with topics as needed until competence is achieved. The overall Syllabus is to be covered within the allotted Work Adjustment Training number of weeks.

**Week 1**

Monday	8:30-10:30	Attendance and punctuality- instruction in attending each day and being on time
	10:45-12:00	Basic hygiene and grooming- instruction in basic hygiene and grooming expectations – utilized for WAT trainees on an as needed basis
	1:00-2:30	Dress for success – development of appropriate attire for interview, and identification of work-appropriate clothing for each job
Tuesday	8:30-10:30	Attendance and punctuality- instruction in attending each day and being on time
	10:45-12:00	Basic hygiene and grooming- instruction in basic hygiene and grooming expectations – utilized for WAT trainees on an as needed basis
	1:00-2:30	Dress for success – development of appropriate attire for interview, and identification of work-appropriate clothing for each job
Thursday	8:30-10:30	Job interviewing techniques – practice in how to interview and respond to questions
	10:45-12:00	Use of transportation to get to and from work – mobility training in transportation methods, (MTA, Uber, etc.) as appropriate for specific jobs
	1:00-2:30	Attendance and punctuality – instruction in attending each day and being on time

**Week 2**

Monday	8:30-10:30	Job interviewing techniques – practice in how to interview and respond to questions
	10:45-12:00	Job interviewing techniques – practice in how to interview and respond to questions
	1:00-2:30	Getting along with coworkers and customers (as appropriate) do's and don'ts – identification and practice of social interaction skills appropriate for the job
Wednesday	8:30-10:30	Use of transportation to get to and from work – mobility training in Transportation methods, (MTA, Uber, etc.) as appropriate for specific jobs
	10:45-12:00	Use of transportation to get to and from work – mobility training in Transportation methods, (MTA, Uber, etc.) as appropriate for specific jobs
	1:00-2:30	Use of transportation to get to and from work – mobility training in Transportation methods, (MTA, Uber, etc.) as appropriate for specific jobs

**Week 3**

Monday	8:30-10:30	- Attendance and punctuality – instruction in attending each day and being on time - Basic hygiene and grooming – instruction in basic hygiene and grooming expectations – utilized for WAT trainees on an as needed basis - Dress for success – development of appropriate attire for interview, and identification of work-appropriate clothing for each job
	10:45-12:00	Getting along with coworkers and customers (as appropriate) do's and don'ts – identification and practice of social interaction skills appropriate for the job
	1:00-2:30	How to follow your supervisor's instructions – practice in interacting with a supervisor and following instructions
Wednesday	8:30-10:30	Use of transportation to get to and from work – mobility training in Transportation methods, (MTA, Uber, etc.) as appropriate for specific jobs
	10:45-12:00	Use of transportation to get to and from work – mobility training in Transportation methods, (MTA, Uber, etc.) as appropriate for specific jobs
	1:00-2:30	Getting along with coworkers and customers (as appropriate) do's and don'ts – identification and practice of social interaction skills appropriate for the job

**Week 4**

Monday	8:30-10:30	- Dress for success – development of appropriate attire for interview, and identification of work-appropriate clothing for each job - Job interviewing techniques – practice in how to interview and respond to questions
	10:45-12:00	Job interviewing techniques – practice in how to interview and respond to questions
	1:00-2:30	How to follow your supervisor's instructions – practice in interacting with a supervisor and following instructions
Wednesday	8:30-10:30	Getting along with coworkers and customers (as appropriate) do's and don'ts – identification and practice of social interaction skills appropriate for the job
	10:45-12:00	How to follow your supervisor's instructions – practice in interacting with a supervisor and following instructions
	1:00-2:30	How to follow your supervisor's instructions – practice in interacting with a supervisor and following instructions

**Week 5**

Monday	8:30-10:30	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)
	10:45-12:00	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)
	1:00-2:30	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)
Wednesday	8:30-10:30	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)
	10:45-12:00	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)

	1:00-2:30	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)
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### Week 6

Monday	8:30-10:30	- Attendance and punctuality – instruction in attending each day and being on time - Basic hygiene and grooming – instruction in basic hygiene and grooming expectations – utilized for WAT trainees on an as needed basis - Dress for success – development of appropriate attire for interview, and identification of work-appropriate clothing for each job
	10:45-12:00	Getting along with coworkers and customers (as appropriate) do's and don'ts – identification and practice of social interaction skills appropriate for the job
	1:00-2:30	How to follow your supervisor's instructions – practice in interacting with a supervisor and following instructions
Wednesday	8:30-10:30	Use of transportation to get to and from work – mobility training in Transportation methods, (MTA, Uber, etc.) as appropriate for specific jobs
	10:45-12:00	Use of transportation to get to and from work – mobility training in Transportation methods, (MTA, Uber, etc.) as appropriate for specific jobs
	1:00-2:30	- Getting along with coworkers and customers (as appropriate) do's and don'ts – identification and practice of social interaction skills appropriate for the job - How to follow your supervisor's instructions – practice in interacting with a supervisor and following instructions

### Week 7

Monday	8:30-10:30	Getting along with coworkers and customers (as appropriate) do's and don'ts – identification and practice of social interaction skills appropriate for the job
	10:45-12:00	How to follow your supervisor's instructions – practice in interacting with a supervisor and following instructions
	1:00-2:30	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)
Wednesday	8:30-10:30	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)
	10:45-12:00	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)
	1:00-2:30	Job Specific skills – development of task specific skills needed for each Job training site (Horticulture, Janitorial, Clerical, Landscaping, etc.)