

Employment Development and Coordination

INSTRUCTOR:

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COURSE DESCRIPTION

The focus of this class is to lead to job readiness and paid/volunteer experiences. Students will develop skills and discuss topics such as job seeking, resume writing, interviewing, training/education research, interest and ability inventories. Students will work on interpersonal and communication skills, problem-solving skills and dealing with conflict in the workplace. Students may also be involved in tours, job shadowing, or listen to guest speakers. This class is designed to reinforce previously learned work readiness skills. Topics may be specific to individual work situations.

COURSE OUTCOMES AND OBJECTIVES

The core topics will be covered in Employment Development and Coordination Seminar. Other topics may be covered as needed

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GRADING SYSTEM

Grading will consist of individual assignments, group assignments, classroom participation, projects, and quizzes and tests.

COURSE OUTLINE

Trimester 1

1. Finding a job

- Review job seeking skills
- Complete a job application
- Develop and/or update resume and cover letter
- Demonstrate appropriate interviewing skills
- Describe benefits provided by employers

2. Safety on the job

- Identify proper safety procedures
- Define OSHA standards
- Describe health and safety hazards on the job
- Know employee rights/accommodations on the job
- State procedures to take if hurt on the job

Trimester 2

1. Procedures on the Job

- Understand job evaluation procedures and dealing with constructive criticism
- Understand raises, promotions, and dismissal
- Demonstrate how to ask for time off from work
- Demonstrate the appropriate ways to call in when going to be late or sick
- Demonstrate how to fill out a timecard and track work hours
- Identify information on a pay-stub

2. Success on the Job

- Identify the importance of getting along with others
- Demonstrate appropriate ways to deal with customers
- Demonstrate how non-verbal behavior communicates on the job
- Demonstrate the steps for solving problems on the job
- Identify rules of proper workplace conduct

Trimester 3

1. Investigate and explore various careers

- Differentiate between a job and a career
- Identify and set realistic career goals
- Explore career clusters and identify key clusters
- Complete self assessments (interest, aptitude, and ability inventories)
- Describe strengths and weaknesses

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2. Complete a career portfolio

- Develop and update a resume
- Develop and update a cover letter
- List three references to list on an application
- Complete an application for employment/college
- Describe how to apply for a replacement social security card and/or birth certificate

GRADUATION PLAN REQUIREMENTS:

** An "X" notes what topics will be covered in the Employment Development and Coordination and Prevocational/Work Readiness classes.

X Obtain Paid Work Experience

X Maintain Paid Work Experience

X Volunteer/Non-paid employment

Meet & apply for DRS

Speaker/Tour (Circle) Work force Ctr. MRC MCIL Govt. Center CTIC Fair Supported Employment

PACER Transitional Housing Century College St. Paul Tech

Other Agencies : _____

Complete Self-Advocacy Skills Assessment
(Disability, strengths/weaknesses, IEP goals/objectives, resources available, etc.)

X Complete an Interest & Skills Inventory

Portfolio Components:

x Resume

x Interview Experience

x Completed sample W-2/W-4 form

x Possesses Social Security Card

x Work Site Evaluations

x Interest Inventories (SERVE, DRS)

x Cover letter

Resources/Important phone numbers

X 2-3 Letters of Recommendation

Possesses MN ID/Driver's License

Certificates of completion-awards, etc.

Other: _____