

Pre-Vocational/Job-Readiness Program

1. Introduction

- A. Job and Career Changes Generally
- B. Picking Your Path
- C. Job and Career Decisions

2. Decision-Making

- A. Three Decision Making Limits
- B. Four Levels of Decision Making Control
- C. Five Decision Making Methods
- D. Strategic Decision Making
 - 1) Identifying and Defining the Problem
 - 2) Gathering Information
 - a) Looking for Alternatives
 - b) Predicting Outcomes
 - c) Examining Risks
 - (i) Risk Identification
 - (ii) Risk Management
 - (iii) Defining Your Risk Taking Inventory
 - 3) Making a Plan
 - 4) Acting on the Decision
- E. Effecting/Affecting Others with Decisions
- F. Decision-Making Module Review Exercises

3. Values & Goals

- A. Values - Definition & Clarification
 - 1) Personal Values
 - 2) Employer Values
 - 3) Community Values
- B. Goals – Defined
 - 1) Short-term Goals
 - 2) Mid-range Goals
 - 3) Long-term Goals
 - 4) Personal Goals
 - 5) Professional/Vocational Goals
- C. Effects of Values & Goals on Decisions
- D. Module Review Exercises

4. Attitudes, Egos, & Relationships

- A. Values - Definition & Clarification
- B. Ego Defined and Described
- C. Changing Attitudes
- D. Dealing with Egos
- E. Managing Relationships & Roles
- F. Module Review Exercises

5. T.E.A.M

- A. T.E.A.M
 - 1) T.E.A.M. Effecting Decision Making
 - 2) T.E.A.M. Values
 - 3) T.E.A.M. Goals
- B. Module Review Exercises

6. Applications, Resume's & Cover Letters

- A. Completing Job Applications,
- B. Writing Your Resume'
- C. Writing a Targeted Cover Letter

7. Finding and Choosing a Job

- A. Sources for Employment
 - 1) Friends
 - 2) Church/church groups
 - 3) Community Agencies
 - 4) County/State Employment Agencies
 - 5) Private Employment Agencies
 - 6) Yellow Pages
 - 7) Finding a Job On-line
 - a) CareerBuilder.com, Monster.com, & Craigslist.com
 - b) Local Newspaper On-line
 - c) On-line Yellow Pages
 - d) Other On-line Targeted Employment Searches
 - 8) Walk-In and Asking for a Job.
- B. Module Review

8. Interviewing

- A. Preparing for the Interview
 - 1) Appropriate Dress & Appearance
 - 2) Interview Attitude
 - 3) Supplementary Information & Materials
- B. Interviewing
 - 1) Posture & Politeness
 - 2) Asking Prepared Questions
 - 3) Show What All You Offer
 - 4) Asking for the Job/Opportunity
- C. Follow-up
 - 1) Thank You Letter for Interview
 - 2) Follow-up Phone Call