

# JOBS 4 YOUTH WORK READINESS PROGRAM

## SESSION I

### I. Self-Reflection

- A. Best Personal Qualities, pp. 4-5
- B. Assessment of Values, pp. 21-22
- C. Short Term Goals
- D. Vocational Personality Assessments, pp. 6,7,8; pp. 9,10,11
- E. Identifying Triggers, p. 78
- F. Positive Responses to Triggers, p. 79

### II. Qualities Sought by Employers

#### A. Identification of Qualities

- 1. Strong Work Ethic
- 2. Dependability and Responsibility
- 3. Positive Attitude
- 4. Adaptability
- 5. Honesty and Integrity
- 6. Self-Motivation
- 7. Motivation to Grow and Learn
- 8. Self-Confidence
- 9. Professionalism
- 10. Loyalty

#### B. Communication

- 1. Verbal vs. Non-Verbal
- 2. Drawing bug activity, p.47
- 3. Effective Communication at Work, p. 46
- 4. Ways to Improve Communication Skills, p. 49

#### C. Self-Motivation, p. 148, 149

#### D. Taking Initiative at Work, p. 150

#### E. Are You a Professional?, p. 6

#### F. Role Play, p. 5

#### G. Issues with Work, pp. 100, 101

## JOBS 4 YOUTH—WORK READINESS—SESSION II

- I. Resume writing
  - A. Resume worksheet
  - B. Creation of final copy
- II. Selection of sample position for which to apply
- III. Writing a cover letter (pp. 233-237)
- IV. Interviews (pp.226-232)
  - A. Preparation
    - 1. Appropriate dress
    - 2. Appropriate behavior
    - 3. Potential questions
  - B. Mock interviews and evaluations
- V. Thank-you letters (pp. 239-241)