

Uniform Curriculum Project

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Sample Evaluation

Module 1: Career Exploration

Learning Objectives:

1. Participants will learn the value and steps of the career exploration process.
2. Participants will be able to identify resources to assist in furthering their career exploration.
3. Participants will be able to identify factors influencing their career choice(s).
4. Participants will be able to use career exploration resources to develop next steps in their career exploration process.

Facilitator's Guide

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Handouts:

- 1: Exploring...
- 2: My Experiences Inventory Worksheet
- 3: Values Checklist
- 4: Exploring My Options

Module 2: Cover Letters

Learning Objectives:

1. Participants will learn the benefits of having a well written cover letter.
2. Participants will learn cover letter basics & structure.
3. Participants will understand how to tailor cover letters for specific job openings.
4. Participants will become familiar with three types of cover letters: job posting, cold & networking.
5. Participants will learn how to write a cover letter.

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Handouts:

- 1: Five Things That Make a Good Cover Letter
- 2: Helpful Tips to Make Your Cover Letter Professional
- 3: Cover Letter Opening Statements
- 4: Top 10 Cover Letter Tips
- 5: Cover Letter Do's and Don'ts
- 6: My 60 Second Infomercial or Elevator Pitch

Module 3: Interviewing Skills

Learning Objectives:

1. Participants will learn what constitutes “job interview skills.”
2. Participants will learn the purpose of an interview and how to prepare for an interview.
3. Participants will learn to identify types of interviews and how to respond to different interview questions.
4. Participants will learn to research the company, corporation, or employer prior to an interview.
5. Participants will be able to describe their strengths and skills.
6. Participants will learn how to deal with their nerves and anxiety prior/during an interview.
7. Participants will learn to dress for success.
8. Participants will learn verbal and non-verbal communication cues.
9. Participants will learn to avoid interviewing mistakes.
10. Participants will be able to properly end an interview.
11. Participants will learn how to send thank you notes and follow-up e-mails.

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Handouts:

- 1A: Interview Trivia
- 1B: Interview Trivia Answer Key
- 2: Job Interview over the Telephone
- 3A: Tell Me about Yourself
- 3B: Tell Me about Yourself Answer Key
- 4A: Interview Question Activity
- 4B: Possible Interview Responses
- 5: Most Common Interviewing Mistakes
- 6: Building Your 60 Second Commercial
- 7: Common Illegal Interview Questions
- 8: Nonverbal Communication Tips
- 9: Interviewing Do’s and Don’ts
- 10: Thank You Letter Tips
- 11: Videoconference Interviewing Tips

Module 4: Job Search

Learning Objectives:

1. Participants will learn the job search process.
2. Participants learn benefits of how to create a job search plan/strategy.
3. Participants will learn how to search for jobs.
4. Participants will learn how to apply for jobs.
5. Participants will learn techniques to maximize their job search.
6. Participants will learn how to express or identify their accomplishments.
7. Participants will learn how to find resources & get assistance while searching for a job.

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Handouts:

- 1: Schedule and Time Management Tips for Job Seekers
- 2: Job Search Record Sheet
- 3: Preparing a Key Strength Statement

Module 5: Networking**Learning Objectives:**

1. Participants will learn the benefits of networking.
2. Participants will learn the different types of networks and recognize existing networks.
3. Participants will learn how to build a networking contact list.
4. Participants will learn how to contact individuals on their networking list.
5. Participants will learn how to maintain a list of contacts.
6. Participants will learn how to plan, schedule, and conduct an informational interview.
7. Participants will learn career networking tips and tricks.
8. Participants will learn most common networking mistakes.
9. Participants will learn strategies to market themselves better during networking opportunities.

Facilitator's Guide**PowerPoint****Handouts:**

- 1: Networking Trivia
- 2: Building Your Network
- 3: My 60 Second Infomercial or Elevator Pitch
- 4: Networking Contacts Sheet
- 5: Network Info Card
- 6: Networking Tips, Tricks, & Techniques
- 7: Most Common Networking Mistakes

Module 6: Resume Writing**Learning Objectives:**

1. Participants will learn the purpose of a resume.
2. Participants will learn why a resume is important in their job search.
3. Participants will learn about chronological and combination resumes and select the appropriate type for their specific needs.
4. Participants will learn what to include in a resume by identifying their strengths, skills and accomplishments.
5. Participants will learn how to use resume action verbs.
6. Participants will learn how to avoid common resume mistakes.
7. Participants will learn how to format and design their resume.
8. Participants will learn how to maximize their resume based on individual needs and circumstances.
9. Participants will learn how to make accomplishment statements to include in their resume.

Facilitator's Guide**PowerPoint****Handouts:**

- 1: Resume Trivia
- 1A: Resume Trivia Answer Key
- 2: My Personal Skills Assessment

- 3: Outline for a Combination Resume
- 4: Some Common Job Search Challenges
- 5: Structuring PAR Statements
- 6: How to Write an Action-Benefit Statement
- 7: Resume Writing Tips
- 8: Action Verbs to Use When Writing Your Resume
- 9: Why Scannable Resumes are a Thing of the Past

Module 7: Skills Identification

Learning Objectives:

1. Participants will learn how to identify and highlight their achievements/special skills.
2. Participants will be able to identify at least five personal skills they possess.
3. Participants will be able to identify at least five work skills they possess.
4. Participants will be able to identify at least five transferable skills they possess.

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Handouts:

- 1: Top 15 Skills
- 2: "I Am" Personal Skills
- 3: Identifying Job Specific Skills
- 4: "I Can" Transferable Skills Checklist
- 5: Transferable Skills Demonstrate It
- 6A: Case Studies
- 6B: Case Studies Answer Key
- 7: Personal Skills Demonstrate It
- 8: Job Search To Do List

Module 8: Transferable Skills

Learning Objectives:

1. Participants will learn what a transferable skill is.
2. Participants will be able to identify their transferable skills.
3. Participants will be able to identify resources to aid in identifying their transferable skills
4. Participants will be able to use their identified transferable skills to explore potential occupations.
5. Participants will learn how to market their transferable skills on their resume, cover letter and in an interview.

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Handouts:

- 1: Examples of Transferable Skills
- 2: Skills Used Throughout My Life
- 3: Transferring Skills Worksheet
- 4: Five Strongest Transferable Skills
- 5: Examples of Marketing Skills
- 6: Transferable Skills Proof by Example

