

Workforce Readiness Facilitator Guide

Module 1: Day One –4 hours

Youth Council-Workforce Readiness

Module I- Estimated time 2:00 hours

- Application
- Resume
- Interview
- Successful Workplace Attitudes and Attributes

Materials:

Student

Documentation:

Module 1 Post Test Document

To be completed by students on Day One

Personal Data Sheet

To be started by students during application/resume discussion and returned on day two.

Handouts:

Sample Application

Planning Your Resume- Be Prepared When You Apply for Work

Interview Hints for Tough Questions

Introduction (10-15 minutes): Please greet the students and remind them that as their facilitator you expect everyone to respect the process and help other attendees successfully complete the two day session. Late our tardy attendees will be referred to SEE and Company.

Remind students that they must complete the “workforce readiness” workshop and materials before they will be assigned a summer job worksite.

Note-CSET, SEE And Company and/or Proteus Staff will be responsible for checking in students assigned to your workshop. These staff may be very helpful in facilitating table discussions and getting volunteers to speak out.

- Large group strategy (15 minutes): Before beginning main topic area presentations give students about 15 minutes to complete Personal Data Sheet. Most students will not be able to complete because they did not bring reference material. Call on a few students to see what areas they could not complete and review importance of such items.

Application Preparation (20-30 Minutes): Facilitators will be asked to review application basics and identify common mistakes made when preparing applications for employment. Basic presentation ideas should follow the questions on page one of the post test document.

- Large group strategy: Have student's complete Application Quiz located on Page 1 of the Post-Test Document. Have student complete post test. Facilitator can review answers and have discussion on quiz items. It is appropriate to have students change answers and get correct information

Application process basics:

- How is the application used for in the hiring process
- Complete application neatly in Pen with Black Ink (May Type)
- Complete All sections (Leave No Blanks)- Use NA (Not Applicable) or DNA (Does Not Apply)
- Sign and Date the Application
- No grammatical or spelling errors
- Sample Application- Handout

Resume Preparation (20-30 Minutes): Facilitators are asked to review Resume basics and identify common mistakes made when preparing applications for employment.

Resume discussion topics:

- What is in a resume- Handout
- Well Organized
- Typed with no mistakes
- Resume is not your life story
- Keep to one page

- Large group strategy: Have student's complete Resume Quiz located on Page 2 of the Student Post Test Document. Have student complete post-test. Facilitator

can review answers and have discussion on quiz items. It is appropriate to have students change answers and get correct information.

Interview Preparation (15 Minutes): Facilitators will be asked to review interview basics and identify common mistakes made when preparing applications for employment. Basic presentation ideas for this section can be found on pages 6-9.

Interview preparation topics:

- Appropriate Dress- Dress appropriately
- Research the Company
- Speak clearly
- Answer the questions directly

-BREAK-

Give Students 5-10 minute break

Mock Interview (45 Minutes): Activity will focus on a mock interview process. The Student Post Test Document (page 3) includes a template.

- Large Group Suggestion: Facilitator should have all students find a partner and have them conduct mock interviews with each other. Facilitators should remind students to record their answers and those of their partners on the worksheet in their Post-Test Booklet. You may choose to do group or individual report outs asking students to respond to specific questions.

Additional Idea: You may want to kickoff the Mock Interview with a sample interview...good and bad interview techniques should be displayed.

Mock interview:

- Interview question help- Handout
- Negative interview factors
 - Dressed Inappropriately
 - Lack eye contact
 - Excessive Nervousness
 - Not prepared

-BREAK-

Give Students 5-10 minute break

Bonus Activity Idea Day One or Day Two: Ask students what five characteristics make a good employee...possible answers include being on time, working well with others, etc. Have volunteers report out their answers.

Success in the Workplace (15 minutes):

Facilitator should provide an overview of the personal attributes those employers and supervisors will expect of them on the job. Please use examples of the worst stories you have heard.

- Appearance and Personal Habits- Dress for Work, No excessive jewelry
- Time Management- Be on Time, Make arrangements for time away from work, contact employer immediately if you are sick or have other emergency
- Communication and Team Work- Work Well with Others
- Personal Responsibility- Make good decisions, be honest

- **Large Group Suggestion (45 minutes):** Following overview have students break into natural teams of three (3) or more students/youth. Instruct teams that they will be responsible for constructing their own company. Teams will have twenty (20) minutes to design logo, name company, describe product or service and have each team member assigned a job within the company. Each team should report out if there is time.

Facilitators should follow-up with individuals during the report out to emphasize success in the workplace factors. How did you select the owner? What is the most important skill a sales associate should bring to the table?, etc. Report outs can take.

- **Close-Large Group Suggestions (15-20 Minutes):** Following the business report out session you can end the day by having students complete the **attendance and appropriate dress worksheets in the back of their book**. If time permits ask for volunteers to report out.

Remind students to bring their completed Personal Data Sheets with them to the next workshop.

Remind each student that they need to make sure that their **Day One Post-Test Booklet** is complete and has name and date printed on the front. If time permits please spot check the booklet to make sure students have completed all sections.