

Requirements

Computer / Laptop / Tablet with Sound

Internet Connection

Working Email Account

Working Cell Phone with Voicemail Setup

Instructions for Completing Class

Schedule and Outline

You will be given a schedule and an outline to follow along during the course of the 5 days of the Workshop. You may move ahead of the schedule during the first 3 days, if you would like. Activities on Day 5 are by appointment only on that day and will only be completed on that day, unless otherwise instructed by your Career Coach.

Your outline will show you the order in which you should complete the Workshop. Please complete the topics in the order in which they appear. Your outline will tell you what videos, handouts, worksheets, and assignments are associated with each topic. **Your outline will also tell you when assignments are due, how to turn them in and who to turn them in to.** Please follow those guidelines unless otherwise instructed by your Career Coach or the Facilitator.

Handouts / Worksheets / Assignments*

- Each Topic has handouts associate with them. The labeling of handouts is as follows...

Handout – These items are **required** for extra reading. If you are struggling with a certain topic, these handouts can be used to provide further examples or explain the material in a different way. Handouts can also be used for extra assistance and includes items such as the Skills and Abilities packet that have action verbs, descriptor words, etc. to help with resumes and elevator speeches.

Worksheets / Extra Practice – These are just as described, extra practice. These are not necessarily items that must be turned in, but they will either help drive a point home or assist you with gaining better knowledge of the topic.

Assignments* - These are items that **must be turned in** to either the Facilitator or Career Coach. These assignments can be turned in by emailing your responses. You do not have to scan in the actual document. **Assignments are due the day they are assigned.**

Schedule

Day One

- Welcome & Expectations
- Policy & Procedure
- Professionalism and Sexual Harassment
- WorkKeys Practice

Day Two

- Soft Skills and Skill Identification
- Elevator Speeches
- WorkKeys Practice

Day Three

- Resumes (lecture)
- Interviewing: Techniques, Difficult Questions
- WorkKeys Practice

Day Four

- Research Assignment: Where do you want to work?
- Barriers and Planning for the Unexpected + Community Resources
- Budgeting with Tiffany Baer
- WorkKeys Practice

Day Five

- Mock Interview with Career Coach Scheduled by Appointment with Career Coach
- Evaluations
- WorkKeys Practice

Date to be Determined:

- Work Keys Testing @ WorkOne West Central - 8:15 AM
Location: 820 Park East Blvd. Lafayette, IN – Classroom 1
Testing to include: Applied Math, Graphic Literacy & Workplace Documents

Important Contact Information

WorkOne West Central
820 Park East Blvd. Lafayette, IN 47901
765-474-5411
workonewestcentral.org

Career Coaches:

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Workshop Facilitator:

Shelby Barbee
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Job Developer:

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Assignment Due Date Schedule

*Assignments are due before 4:30pm.

Due on Day 1:	Policy and Procedure Quiz (assigned on day 1) Workplace Etiquette Quiz (assigned on day 1)
Due on Day 2:	40 Transferrable Skills (assigned on day 2) Elevator Speech (assigned on day 2)
Due on Day 3:	Resume Builder (assigned during enrollment) Mock Interview Fair Questions (assigned on day 3)
Due on Day 4 to Facilitator:	Employer Research Facts (assigned on day 4) Resource Guide Activity (assigned on day 4)
Due on Day 5:	Mock Interviews Evaluation
Date to be Determined:	WorkKeys Assessment (8:15 AM arrival time) *You will receive a confirmation page with the date and time of WorkKeys*

Outline

Day One

Welcome and Expectations

- Video Presentation: APG Welcome, Expectations (04:47)

Policy & Procedure

- Video Presentation: Policies and Procedures (37:28)
- Handout: Attendance Policy
- **Assignment* DUE BY THEN END OF DAY ONE:** QUIZ: Policies & Procedures
 - Click on the following link to access the Quiz
 - <https://www.surveymonkey.com/r/W2D6S9X>

Professionalism and Sexual Harassment

- Video Presentation: Professionalism (23:40)
- Handout: Sexual Harassment: *What is Sexual Harassment*
- **Assignment* DUE BY THEN END OF DAY ONE:** QUIZ: Workplace Etiquette
 - Click on the following link to access the Quiz
 - <https://www.surveymonkey.com/r/W2B3DBR>

Activity*: WorkKeys Practice

Day Two

Soft Skills and Skill Identification

- Video Presentation: Soft Skills (22:51)

- Handout: Skills and Abilities Packet

- **Assignment***: 40 Transferrable Skills
 - Look over the list of 40 Transferrable Skills. Pick 5 – 10 skills that you think best describes yourself. Write a sentence for each skill stating why you believe you strongly possess this skill.
 - **Email sentences to facilitator by the end of day TWO**

Elevator Speeches

- Video Presentation: Elevator Speeches (16:48)

- Handout: “What the Heck is an Elevator Speech?”
- Handout: Lisa Miller Elevator Speech

- Worksheet: Elevator / Stump Speech Worksheet

- **Assignment***: The Elevator Speech
 - Use The Elevator Speech sheet to help you craft your elevator speech. Use this sheet to help you jot down ideas of who you are, your soft skills, your work experience, etc.
 - Remember your 5 – 10 skills from the 40 Transferrable Skills that you selected for yourself.
 - You can also use the Elevator / Stump Speech worksheet for extra practice.
 - Write out the ideas you have into a 5-7 sentence paragraph Elevator Speech, don’t forget your closing statement!
 - **Email facilitator your crafter Elevator Speech by the end of Day Two.**

Day 2 Activity*: WorkKeys Practice

Day Three

Resumes (lecture)

- Video Presentation: Resumes (33:00)

- Handout: Resume packet
- Handout: A Crash Course in Resume Writing
- Handout: Resume Examples
- Handout: Two Dozen Hot Tips on Resume Writing

- **Assignment***: Resume Builder
 - If you have not already completed your Resume Builder (given during enrollment), please fill out this information now. This information is critical in your Career Coach helping you complete a resume.
 - **Due to your Career Coach ASAP.**

Interviewing: Techniques, Difficult Questions

- Video Presentation: Interviewing (53:05)
- Video Presentation: Interview Fair Guide (5:41)

- Handout: Interview Cheat Sheet and Prep Tips
- Handout: Interviewing Tips
- Handout: Preparation is the Secret to Success
- Handout: Questions for the Interviewer
- Handout: 11 Tough Interview Questions and Answers

- Worksheet: Skill ID Questions

- Worksheet: Interview Questions
- Worksheet: Common Behavioral Interviewing Questions
- Worksheet: Always Be Prepared to Answer These Questions

- **Assignment***: Mock Interview Fair Questions
 - Write our responses to all 10 questions as if you were going to answer them in an interview.
 - **Email Career Coach your answers by the end of day THREE.**
 - Use this completed assignment to assist you in your Mock Interviews.
 - It is **highly suggested** you go through the Worksheets and practice answering the questions. This will help prepare you for real interviews and mock interviews.
 - *Make sure you are asking the interviewer questions!
 - See handout: Questions for the Interviewer

Day 3 Activity*: WorkKeys Practice

Day Four

Research Assignment: Where do you want to work?

- Video Presentation: Employer Research (05:49)

- Handout: Manufacturers by City

- **Assignment***: Pick 3 manufacturers that you are interested in working at. Now find 3 facts about each one of those employers (9 facts total).
 - Use Manufacturers by City Handout
 - Use the Company Research Guide to assist with researching.
 - You do not have to complete the entire guide, just find 3 facts
 - Utilize Google, Facebook, company websites, Glassdoor, Indeed, network

- **Email Facilitator your 3 Manufacturers and 3 Facts about each (9 facts total) by the end of Day 4.**

Barriers and Planning for the Unexpected + Community Resources

- Video Presentation: Barriers (17:03)
- Handout: 2020 Bauer Family Resource Guide
- Handout: Talking about Criminal Backgrounds
- **Assignment***: Resource Guide Activity
 - Use the Bauer Family Resource Guide to answer the questions on the Resource Guide Activity document.
 - **Email your responses to the Facilitator by the end of Day 4.**
 - If you would like more information regarding Community Resources, please visit the WorkOne website at www.workonewestcentral.org and going to the Resources tab.

Budgeting with Tiffany Baer

- Video Presentation: Budgeting (36:40)
- Worksheet: List of Things I Need
- Worksheet: List of Things I Need Prioritized

Day Five

Mock Interviews with Career Coaches

Evaluations

- Please go to the following link to complete the Workshop Evaluation
 - <https://www.surveymonkey.com/r/T3ZKJFS>

Day 5 Activity*: WorkKeys Practice

Date To Be Determined:

WorkKeys Testing @ WorkOne Main Office – Classroom 1

- **Time:** Arrive by 8:15, Testing begins at 8:30
- **Location:** 820 Park East Blvd. Lafayette, IN
- **Assessments:** Workplace Documents, Graphic Literacy, Applied Math

** You will receive a confirmation page that will tell you the date and time of the WorkKeys assessment.**