



Explore-Work.com Trainer's Guide:

Workplace Readiness

Workplace readiness training provides a variety of activities to help individuals become familiar with and practice the skills that employers expect from employees. Learning these skills is essential to the success of the students in the workplace, at home, and in the community.

Real-world activities give the student the opportunity to practice essential skills and foster confidence. This practice will help youth understand the importance of learning the skills to apply to their daily lives.

Skills addressed in this section include:

- Verbal and written communication skills
- Teamwork
- Attitude
- Problem solving
- Time management
- Good hygiene/appropriate dress
- Independence skills
- Job-seeking skills
- Money management

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Learning Goals

Learning Objectives:

- Understand the skills employers expect from employees.
- Understand the importance of good communication skills for interactions with employers, co-workers, and supervisors.
- Understand the importance of being on time, following through on directions, and producing quality work.
- Understand social and interpersonal skills including verbal and written communication, professional behavior, teamwork, and problem-solving.
- Gain awareness of independent living skills including good hygiene, time management, money management, using transportation, and community resources.
- Understand job seeking techniques

facts → feelings → behavior change

Things to Know	Things to Feel	Things to Do
<p><i>(E.g., facts, terminology, skills...)</i></p> <ul style="list-style-type: none"> • Understand that employability skills are just as important as education and training. • Understand what employability skills are and how to use them. 	<p><i>(E.g., perceived credibility and relevance of the new knowledge, my appropriate role, perceived peer approval for taking action, self-efficacy...)</i></p> <ul style="list-style-type: none"> • Empowered to gain and use the employability skills expected by employers. • I can use social and interpersonal skills well. 	<p><i>(E.g., intentions to change behavior, incremental changes, talking to others about new behavior, establishing habits/routines...)</i></p> <ul style="list-style-type: none"> • Learn about the skills that are expected by employers. • Practice using those skills in my daily life.

Things to Know	Things to Feel	Things to Do
<ul style="list-style-type: none"> • Understand the importance of independent living skills. • Be aware of community resources that can help with independent living. • Where and how to find a job. 	<ul style="list-style-type: none"> • I can get support from a variety of community resources. • I can be more independent. • I can be successful. 	<ul style="list-style-type: none"> • Learn about independent living skills. • Practice using independent living skills in my daily life. • Use job seeking skills.

Course Lessons and Activities

Course Introduction for Students: Workplace readiness training is about helping you learn and practice the skills you'll need to be successful in the community and at work. Every employer looks for these skills in a potential employee. Remember, these are the secrets to success at work and school!

This training will help you identify skills you're already good at, as well as the ones you need to learn and practice. You'll learn that these skills can set you up for success no matter what education and career path you take. So, what are employability skills and why do you need them?

A Note about Time Estimates: The time estimates are just that. Lesson time expectations should be adapted to best meet the need of the learner.

Lesson 1: Employability Skills

Lesson activities | Time Estimate: 30 minutes or more

- Video: Employability Skills
- My Journal: Employability and Independent Living Skills
- Action plan: Employability Skills
 - Employability Skills Assessment

Lesson 2: Independent Living Skills

Lesson activities | Time Estimate: 30 minutes or more

- What Would You Do?
- Digging Deeper: Independent Living Challenges
- Action Plan: Independent Living Challenges

Lesson 3: My Journal: Self-Assessment

Lesson activities | Time Estimate: 15 minutes or more

- Journal – What is your plan for improving your skills to meet your goals?

Lesson 1: Employability Skills

Lesson Introduction

This training will help you learn about skills you need to be success at work. You will identify skills you're already good at, as well as the ones you need to learn and practice. You'll learn that these skills can set you up for success no matter what education and career path you take.

Activity: [Video: Employability Skills](#) | [Link to Video on Employability Skills Activity](#)

Video Transcript:

When you're applying for a job, a positive attitude and enthusiasm can make all the difference, not just in getting a job, but succeeding and advancing. Show your employer you want to be there, and you want to succeed.

Employers consistently rank good communication skills at the top of the list for potential employees. If you listen well and know how to communicate information and ideas to others, you'll have an excellent chance of succeeding in the workplace.

Teamwork is critical to workplace success. When everyone works together as a team, everyone accomplishes more, and everyone benefits.

Employers want people who use their knowledge and creativity to solve problems. If you can think on your feet and develop well thought out solutions to problems, employers will value you highly.

When it comes to finding a job, you've got to network with family, friends, parents, neighbors, teachers. They're all part of your personal network. Connect with them both in person and online, and tell them about your goals and dreams. You never know where it might lead.

Professionalism means being on time, managing your time effectively, and conducting yourself with responsibility, integrity, accountability, and excellence. Every employer expects you to conduct yourself in a professional manner.

These are the Skills to Pay the Bills! The US Department of Labor's Office of Disability Employment Policy... Promoting strong and diverse workforces inclusive of people with disabilities.

Activity: My Journal: Employability and Independent Living Skills | [Link to My Journal Activity](#)

Before we dive in and start learning, do you know what it takes to live on your own? To be successful in your workplace and community? Let's find out!

Trainers Note: Email Addresses

An email address is required throughout this training to enable feedback to the learner. Emails may contain custom messages, additional resources, or next steps based on the student's response. The student can choose to share emails received with teacher, counselor, or training facilitator to offer opportunities for further conversation and exploration.

Complete your beginning of the course journal:

Name [first] *

Email *

1. I know what time management is and I'm good at it.*

- I have no idea.
- I haven't thought about it much.
- I'm starting to.
- Oh yeah!

2. I know how to manage my money and use a budget.*

- I have no idea.
- I haven't thought about it much.

I'm starting to.

Definitely!

3. I'm able to get around in my community either using public transportation, driving, or other ways.*

I have no idea.

I haven't thought much about it.

I'm starting to.

Yes! I'm good at this.

4. I understand that it's important to keep myself and my clothes clean for work and school.*

I didn't know this was important.

I haven't thought much about it.

I'm starting to understand why this is important.

Yes! I am usually clean and neat.

5. I know what my community resources are and how to use them.*

I have no idea.

I haven't thought about it much.

I'm starting to.

Yes! There are lots of resources and I am able to use them.

6. I am able to communicate well with others and have good social skills.*

Nope. I'm not so good at these.

I haven't thought much about it.

I'm getting better every day.

Yes! I can communicate well and understand social skills.

7. I know where to look for jobs available in my area.*

I have no idea.

I haven't thought about it much.

I'm starting to.

Yes!

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

Yes – Enter Email Below.

No thanks.

Learner Email Response:

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Employability Skills and Independent Living Skills: Pre-assessment

Hi [learner's name],

Great job completing this self-assessment.

Below is a copy of your responses.

[all responses are included here]

Activity: Action plan: Employability Skills | [Link to Action Plan Activity](#)

Now that you know what employability skills are, think about what you're already good at and what you need to improve. These life skills will help you in school, at work, and in your community.

Remember, when you're applying for a job, employers are going to be looking for these skills. It's important to be able to communicate, be organized, be responsible, and know how to work effectively with others to do your job well.

Check off a few of the things below that you are good at? Don't worry if there are areas that need to be improved that's what this training will help with! You'll also be asking an adult you trust to complete this with you after you are finished with yours. You can print this from the resource section of the course.

Name [first] *

Email *

Communication: *

- I communicate clearly.
- I'm a good listener.
- I can participate in a group discussion.
- I'm able to describe my feelings.

Work Essentials: *

- I can make decisions on my own.
- I follow directions well.
- I can meet goals.
- I can ask for help.
- I take responsibility for doing my work.

Interpersonal Skills: *

- I am helpful to others.
- I am patient.
- I am respectful.
- I am willing to take a risk.
- I am self-motivated.

Problem Solving and Decision Making: *

- I can recognize problems that occur.
- I can choose an appropriate solution to a problem.
- I make good decisions.
- I take responsibility for decisions I make.
- I can work in a team to make decisions.

Organization: *

- I am on time.
- I can keep track of what I'm supposed to do.
- I finish tasks on time.
- I can make a schedule for myself and follow it.

Independence: *

- I have my own bank account and keep track of how much money is in it.
- I know how to use public transportation in my area or use a map or navigation if I'm walking, driving, or riding a bike.
- I keep my body, my clothes, and my shoes clean.
- I know how to find resources in my community to get the things I need.
- I can make my own appointments and decisions.

What are three or more skills you want to get better at? * For example, you might want to get better at keeping a schedule, getting places on time, and being a good listener.

What are you going to do to work on those skills? * For example, you might want to work on keeping your own schedule by starting to use a calendar.

Who can support you in improving yourself? *

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

Yes – Enter Email Below.

No thanks.

Learner Email Response:

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Employability Skills Self-Assessment

Hi [learner's name],

Great job completing this self-assessment. Here is a copy of your responses. Which of your goals do you think you can achieve first?

Below is a copy of your responses.

[all responses are included here]

Lesson 2: Independent Living Skills

Lesson Introduction

Independent living skills are what you need to take charge of and direct your own life. You need these skills to be successful in your job and in your personal life.

Independent living skills include:

- Communication
- Time Management
- Managing Money
- Getting Around
- Keeping It Clean
- Job Seeking

- Community Resources

In this lesson, let's look closer at these skills, practice using them in real life situations, and take on some challenges to improve your independent living skills. Learning these skills takes practice and you'll need support from your family, counselors and anyone else you rely on.

Activity: What Would You Do? | [Link to What Would You Do Activity](#)

Introduction

Most employers agree that employability skills are some of the most important things they look for when hiring someone. They need to know how you're going to act in a variety of situations.

Let's put your skills to the test! Choose a situation and see how you do. You can try them all if you like.

BranchTrack.com Project Intro Screens:

- **“What do employers look for when they’re hiring someone?”**
 - “I don’t know – somebody who’s really good at the job?”
- **“Not really. They are more interested in the person’s employability skills.”**
 - “Employability skills? What are those?”
- **“They include being able to work with others and acting professionally.”**
 - “Oh yeah, now I remember! Teamwork and solving problems too.”
- **“That’s right! And don’t forget responsibility. That’s really important.**

CONTINUE >

- **“So, let’s play a game.”**
 - “Okay, I like games.”
- **“Let’s see what you would do in different situations.”**
 - “Let’s get started!”
- **“Choose a situation and see how you do. You can try them all!”**

- Technology Troubles >
- Hardware Hassles >
- Fender Bender >
- Interview Anticipation >

Trainers Note: Situations

In each situation, the learner is asked to make a series of choices. Depending on what they choose, they are taken down a different path. These **paths (or “branches”) can be followed along using a downloadable PDF** as an extension to this guide.

Activity: Digging Deeper: Independent Living Challenges | [Link to Digging Deeper Activity](#)

Communication

Good communication skills are important in just about any setting. It doesn't matter if you're in an interview, shopping at a store, taking a class, working, or just hanging out with friends, there are some skills you need to have to be successful.

Communication Tips:

- Listen
- Use good body language
- Keep it short and clear
- Be friendly
- Show confidence
- Be understanding
- Keep an open mind
- Show respect
- Welcome feedback
- Use what works

You can read more about these skills in the resource section.

Challenge: Ask a teacher for some help in person. If you don't need help, just talk to a teacher. Try asking a question to start the conversation. Talk with a trusted adult about this conversation. What was difficult for you? What was easy? What would you do differently next time you have to talk to someone you aren't necessarily comfortable with?

Time Management

How do you manage your time? Do you have a schedule? Do you plan ahead? Here are some things for you to try if you need some help with time management.

- Use a calendar!
- Prioritize!
- Schedule time for yourself.
- Get plenty of sleep and stay healthy.
- Break it down into small steps.
- Set goals.

Challenge: Plan out your week using whatever calendar tool you choose. You can use your phone, a paper calendar, or make your own. Include all the things you have to do, time for fun, tasks you want to accomplish, and rest. Show it to a trusted adult and talk about what you learned from doing this challenge.

Managing Money

If you haven't earned and spent your own money before, now's the time to start! Wouldn't it be great to have your own money to pay your bills, save, and treat yourself to something without having to ask someone else for money?

Here are some of the basics of managing your money. You can read more about managing your money in the resource section.

- Open your own bank account
- Set up a budget
- Set short-term and long-term spending and saving goals

- Be frugal
- Keep track of your spending and saving

Challenge: Go open a bank account, set up a budget for yourself and track your spending, or set some short-term and long-term financial goals for yourself. Ask a trusted adult to help you if you need it and talk to them about the challenge. What was easy? What was hard?

Getting Around

How do you get from place to place? You might take the bus, the train, a taxi, walk, or even drive yourself. Maybe you're getting rides from someone everywhere you go. It's time to be more independent and learn to get around in your community on your own. Here are a few ideas to try.

- Learn about the bus system.
- Find out about taxis or other ride services.
- Have you ever traveled by train?
- Where can you walk or ride bike instead of taking a vehicle? Ask your family for ideas.
- Are you planning to drive? Talk with your family about whether this is an option for you.

Challenge: Try out a new way of getting to where you want go. Consider the options above or one that is not included (flying?). Make sure to ask for advice from your family, teacher, or counselor.

Keeping It Clean

When you are becoming an adult, it's time to clean up your act. You want to make a good first impression on everyone you meet. Here are some helpful tips. You can find more information in the resource section.

- Keep your body and hair neat
- Brush your teeth
- Wear clean clothes that fit right and don't have any rips or stains
- Make sure your shoes are clean

Challenge: Go shopping in your closet for an outfit you could wear to an interview or to work. Discuss the outfit with a trusted adult. Are there things you need to buy to complete your look? Figure out where you'll shop and what your budget is.

Job Seeking

If you're looking for a job, there are a lot of places you can turn to for help. Here are some tips for how to go about finding a job:

- Network
- Look around your community
- Use the internet
- Look in the newspaper
- Write or update your resume

You can read more about these tips in the resource section.

Challenge: Do some research and find a few local places that are hiring. Talk with a trusted adult about what kinds of skills you might need to do a job. What challenges might you face if you were to get hired for a job?

Community Resources

Your VR counselor, school counselor, and support network (friends and family) are excellent resources for you. But, as you become more independent, you will need to know how to find other resources in your community.

If you're not sure where to start, you can find a list of possible resources to check out in the resource section.

Challenge: Check out one local resource in your community. What kind of resource is it and how could it benefit you? Talk with a trusted adult about what you learned and how you might use that resource in the future.

Activity: [Action Plan: Independent Living Challenges](#) | [Link to Action Plan Activity](#)

Did you try some of the challenges? What were your results? What did you learn? Complete the following journal activity to track your progress. Keep on trying challenges!

Name [first] *

Email *

What is a challenge you completed? *

Describe what you learned from this experience? *

What is one thing you would do differently next time? *

If you completed a second challenge, what was it?

Describe what you learned from this experience.

What would you do differently next time?

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

Yes – Enter Email Below.

No thanks.

Learner Email Response:

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Self-Advocacy Challenge: Journal Activity

Hi [learner's name],

Congratulations on completing a challenge! We hope you'll go on to try more of them. See below for a copy of your responses to the journal questions.

[all responses are included here]

Lesson 3: My Journal: Self-Assessment

Activity: [My Journal](#) | [Link to My Journal Activity](#)

Did you learn some new things about yourself during this training? Have your responses changed from when you started?

Name [first] *

Email *

1. I know what time management is and I'm good at it.*

- I have no idea.
- I haven't thought about it much.
- I'm starting to.
- Oh yeah!

2. I know how to manage my money and use a budget.*

- I have no idea.
- I haven't thought about it much.
- I'm starting to.
- Definitely!

3. I'm able to get around in my community either using public transportation, driving, or other ways.*

- I have no idea.
- I haven't thought much about it.
- I'm starting to.
- Yes! I'm good at this.

4. I understand that it's important to keep myself and my clothes clean for work and school.*

- I didn't know this was important.
- I haven't thought much about it.
- I'm starting to understand why this is important.
- Yes! I am usually clean and neat.

5. I know what my community resources are and how to use them.*

- I have no idea.
- I haven't thought about it much.
- I'm starting to.
- Yes! There are lots of resources and I am able to use them.

6. I am able to communicate well with others and have good social skills.*

- Nope. I'm not so good at these.
- I haven't thought much about it.
- I'm getting better every day.
- Yes! I can communicate well and understand social skills.

7. I know where to look for jobs available in my area.*

- I have no idea.
- I haven't thought about it much.
- I'm starting to.
- Yes!

Share Your Results:

Would you like to share your results with someone else? Your teacher, counselor, parent or friend?

- Yes – Enter Email Below.
- No thanks.

Learner Email Response:

The learner will get an email response upon submission of the journal activity. The email will have the following information:

Subject: Explore Work - Employability Skills and Independent Living Skills: Post-assessment

Hi [learner's name],

Great job completing this self-assessment.

Below is a copy of your responses.

[all responses are included here]