



'World of Work'

Curriculum Topics

1. Personal expectations and objectives regarding competitive employment.
2. "Soft skills" and talents that employers look for. How to develop these.
3. How to identify workplace environments and job tasks that you will find rewarding.
4. The "10 Golden Rules of the Workplace" and why they are important.
5. How to develop strong self-esteem and self-confidence.
6. What an employer expects from a new employee.
7. Dressing for success.
8. How to handle stress in the workplace.
9. Finding a mentor in the workplace.
10. Easy-to-understand interviewing techniques and tips; how to relax during an interview.
11. The job search process and Job Developer's role in assisting you.
12. How to keep your job and develop career goals.



Lifeworks Employment Services, Inc.

'World of Work' Curriculum

Designed to be:

1. Relevant
2. Cost effective
3. Person-centered

Curriculum topics include:

1. Employability: Transferring skills and accomplishments to community based employment opportunities
2. Developing job readiness
3. Building self - confidence and self- esteem
4. How to handle the transition from school – to - work
5. Workplace and job task preferences
6. The 10 "Golden Rules" of the workplace
7. Resume building
8. Interviewing techniques and practice
9. Job retention: how to keep your job & build a career