

## Life Skills I: Transition to Work

| Unit/Weeks | Timelines/Topics   | Essential Questions  |
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| 3          | <b>Career Exploration</b> <ul style="list-style-type: none"> <li>• Personality Traits</li> <li>• Values</li> <li>• Basic Needs</li> <li>• Goal Setting</li> <li>• Interest Inventory</li> <li>• Task Analysis</li> </ul>   | <ul style="list-style-type: none"> <li>• What shapes you as a person?</li> <li>• What makes you different from others?</li> <li>• How do your values affect your decision making?</li> <li>• How do you make a positive first impression?</li> <li>• How do personal interests impact professional goals?</li> </ul> |
| 3.6        | <b>Preparation for the Work Place</b> <ul style="list-style-type: none"> <li>• Preparing Job Application Forms</li> <li>• Writing Your Resume</li> <li>• Preparing for the Interview</li> <li>• Succeeding in the Interview</li> <li>• Follow-up After the Interview</li> </ul>  | <ul style="list-style-type: none"> <li>• What information is necessary for the job application process?</li> <li>• Why is the resume a valuable tool in obtaining employment?</li> <li>• What does it take for a job applicant to be successful during the job interview process?</li> </ul>                         |
| 1.6        | <b>Grooming and Hygiene for Work</b> <ul style="list-style-type: none"> <li>• Wardrobe Needs</li> <li>• Accessories</li> <li>• Dress for Work</li> <li>• Wearing a Uniform</li> <li>• Personal Hygiene</li> <li>• Hair and Grooming</li> </ul>   | <ul style="list-style-type: none"> <li>• How does personal appearance impact job success?</li> <li>• Why is personal hygiene an important aspect of the workplace?</li> </ul>  |
| 3          | <b>Communication with Others</b> <ul style="list-style-type: none"> <li>• Effective Listening</li> <li>• Self-Advocating</li> <li>• Asking Questions</li> <li>• Making Requests</li> <li>• Messaging</li> <li>• Social Media</li> <li>• Cell Phone Policies</li> <li>• Formal vs Informal Communication</li> <li>• Appropriate vs Inappropriate Responses</li> </ul> | <ul style="list-style-type: none"> <li>• How do people communicate?</li> <li>• Why is active listening an effective tool for better communication?</li> <li>• How does social media impact the workplace?</li> <li>• How does communication differ personally and professionally?</li> </ul>                         |

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| 1.6 | <p><b>Co-Worker Communication</b></p> <ul style="list-style-type: none"> <li>• Assertive vs. Aggressive Communication</li> <li>• Conflict Resolution</li> <li>• Understanding and Responding to Personal Stressors</li> <li>• Appropriate Conversation in the Workplace</li> <li>• Working as Part of a Team</li> </ul>               | <ul style="list-style-type: none"> <li>• Why is precise communication essential when you work as a member of a team?</li> <li>• How can negative conversation impact the workplace?</li> <li>• How can stress management increase productivity?</li> </ul>                 |
| 3   | <p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>• Benefits of Personal Transportation</li> <li>• Restrictions of Personal Transportation</li> <li>• Safe and Efficient Personal Transportation</li> <li>• Benefits of Public Transportation</li> <li>• Safe and Efficient Public Transportation</li> </ul>        | <ul style="list-style-type: none"> <li>• How does transportation facilitate or hinder global change?</li> </ul>  |
| 3   | <p><b>Stress Management</b></p> <ul style="list-style-type: none"> <li>• Ways to Relieve Stress in the Workplace</li> <li>• Ways to Resolve Inner Conflict</li> <li>• Time Management</li> </ul>  | <ul style="list-style-type: none"> <li>• How do you handle workplace stress?</li> <li>• How do you increase attention to task and improve productivity?</li> </ul>   |
| 4.2 | <p><b>What to Do After You Are Hired</b></p> <ul style="list-style-type: none"> <li>• Expectations for New Employees in Your Career</li> <li>• Getting Off to a Good Start</li> <li>• Net Versus Gross Pay</li> <li>• Understanding Your Paycheck</li> <li>• Understanding Benefits (vacation; insurance plans; sick days)</li> </ul> | <ul style="list-style-type: none"> <li>• How does the payroll process work?</li> <li>• What does it take to be successful at work?</li> <li>• What is the difference between gross and net pay?</li> <li>• What are the daily procedures that impact employees?</li> </ul> |

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| 3                           | <p><b>Job Safety</b></p> <ul style="list-style-type: none"> <li>• Getting Off to a Good Start</li> <li>• Safety Basics</li> <li>• Workplace Hazards</li> <li>• Proper Apparel/Uniform</li> <li>• Reading Labels</li> <li>• Protective Wear</li> <li>• Right To Know</li> <li>• Emergency Plans</li> </ul>            | <ul style="list-style-type: none"> <li>• What does it take to be successful at work?</li> <li>• Why is it important to have an emergency plan?</li> <li>• How do you avoid workplace hazards?</li> <li>• How can wearing the appropriate work attire enhance safety?</li> </ul>             |
| 4                           | <p><b>Task Completion &amp; Problem Solving</b></p> <ul style="list-style-type: none"> <li>• Attending to Task</li> <li>• Pacing Task Completion</li> <li>• Hand/Eye Coordination</li> <li>• Seek Assistance for Problem Solving</li> <li>• Acquire New Skills</li> <li>• Identify Alternatives Solutions</li> </ul> | <ul style="list-style-type: none"> <li>• Why is it important to practice soft skills prior to employment?</li> <li>• How will technical readiness help candidates compete for employment?</li> <li>• Why is it important to anticipate and solve problems as a member of a team?</li> </ul> |
| Ongoing Throughout the Year | <p><b>Workplace Evaluation</b></p> <ul style="list-style-type: none"> <li>• Outside Placements</li> <li>• Inside Placements</li> <li>• Event Team</li> </ul>   | <ul style="list-style-type: none"> <li>• How will exposure to job experiences translate to future careers?</li> <li>• How will job experiences help to build a resume?</li> <li>• How will critiques of job performance enhance rates of success?</li> </ul>                                |