

# CANDO Pre-Employment Camp

## Day 1 - Course Introduction & Information

- A. Discovery
  - 1) Foundation Skills Assessment
  - 2) Fantasy Workday Worksheet
  - 3) Pro's and Con's of any Job
- B. Acquiring a Job
  - 1) Resume, Cover Letter and Job Application
    - a. Instructions for completing a job application
  - 2) Identify a job in Douglas at which to work
  - 3) Dress for Success
    - a. Create PowerPoint demonstrating appropriate work clothes
  - 4) Interview Preparations
    - a. Interview tips
- C. Jobs in Douglas (Career Clusters)
  - 1) Tips for completing an application
- D. Proficiency Indicators
  - 1) Finished Professional Resume, Cover Letter & Dress for Success  
PowerPoint

## Day 2 – Mock Interviews And Customer Service

- E. Complete Mock Interviews
  - 1) Dress appropriately
  - 2) Provide Resume & Cover Letter
- F. Customer Service
  - 1) Active Listening
  - 2) Assertiveness Check-up
  - 3) Communication Styles
  - 4) Johari Window – Self Discovery
  - 5) Phone Etiquette

- 6) Good Jobs Go To Good Employees
  - 7) Emotional Intelligence
  - 8) Leaving Work at the Office & Vice Versa
  - 9) “SMART” Goals
  - 10) How To Be An Effective Team Player
  - 11) Leadership Skills
  - 12) Resources
- G. Making Good Decisions
- 1) Complete “Decision Making Skills” lesson
- H. Keeping Your Job
- 1) Employer expectations
    - a. Effective employee
  - 2) Self assessment
    - (a) Are you an “Effective Employee”?
    - (b) Behavior on the job
  - 3) Business Etiquette
  - 4) Test your job savvy
- I. Counting Change
- 1) Make correct change from point of sale counting back from amount of purchase
- J. Understanding Your Paycheck
- 1) Figure out net pay for various income amounts i.e. minimum wage, part time, etc.
- K. What to Do With Your Income
- 1) Purchasing your dream car
  - 2) Develop a personal budget
    - a. Review Excel and create three budgets based on wages at entry-level, mid-level and upper-level income.
- L. Statistics
- 1) Review pay scales at different educational levels
  - 2) Review unemployment at different educational levels
- M. Proficiency Indicator
- 1) Correctly counts back change 3 consecutive times

- 2) Complete a personal monthly budget for:
    - a. Assigned job with dream car choice, then adjust as needed.
  - 3) Complete two budgets based on:
    - b. 40 hours a week at \$6.00 an hour
    - c. career choice income
- N. Understanding Different Personalities
- 1) Personality Testing
  - 2) Building The Lunar Hotel
- O. Summary
- 1) Review activities
  - 2) What's next in life?