



Job Readiness Curriculum Outline

Competency 1: Making Career Decisions

- Brainstorming
- Assigning Priorities
- Decision-making and Problem-solving
- Improving Decision Making Style
- Understanding Goals
- Developing a Personal Plan
- Setting Short-term and Long-term Goals
- Short-term Goal Contract
- Setting Long-term Goals
- Developing a Five-Year Plan
- Achieving and Long-Term Goals
- Exploring your Values
- Taking Risks
- Career Clusters
- Work Experience
- Career Barriers
- Benefits and Expectations
- Job Changes
- Identifying Career Opportunities

Competency 2: Using Labor Market Information

- Terminology in Employment Advertisements
- Understanding Employment Advertisements
- Reviewing Employment Advertisement
- Telephone Book as a Job Search Tool
- Telephone Informational Interviews
- Visible and Hidden Job Leads
- Following Up on Job Leads by Telephone
- Following Up on Job Leads in Person

www.waveinc.org
mail@waveinc.org
WAVE, Inc. is a 501(c)(3)
charitable organization.

Washington, DC Office:
525 School Street SW, Suite 500
Washington, DC 20024-2795
phone: 202-484-7595, fax: 202-488-7595

New York Office:
1501 Broadway, Suite 403
New York, NY 10036
Toll Free: 800-274-2005

- Following Up on Job Leads in Writing
- Comparison of Follow Up Methods

Competency 3: Preparing Resumes

- Identifying Personal Skills
- Identifying Work-Related History
- Principles of Resume Writing
- Drafting a Resume
- Identifying Common Errors in Resumes
- Writing Cover Letters
- Identifying Common Errors in Cover Letters

Competency 4: Filling Out Applications

- Understanding Terms on Applications
- Completing Job Applications
- Obtaining Letters of Reference

Competency 5: Interviewing

- Hygiene and Grooming
- Hygiene and Grooming in a Work Setting
- Appropriate Dress
- Understanding the Importance of Job Interviews
- Presenting a Positive Image in Interviews
- Answering Common Interview Questions
- Preparing for an Interview
- Interviewing

Competency 6: Being Consistently Punctual

- Time Management
- Planning Time Appropriately
- Importance of Punctuality
- Getting to Work on Time
- Handling Unavoidable Tardiness

Competency 7: Maintaining Regular Attendance

- Importance of Attendance
- Handling Unavoidable Absence

Competency 8: Demonstrating Positive Attitudes and Behavior

- Responding to Authority
- Understanding Youth Emotions
- Managing Emotions
- Understanding Stress
- Managing Stress
- Managing Personal Stress
- Managing Anger
- Constructive Anger
- Increasing Self-Control
- Following Directions
- Working as a Team Member
- Group Orientations
- Understanding Leadership
- Competition and Collaboration
- Understanding Group Roles
- Understanding Group Dynamics
- Understanding Group Norms
- Understanding Ethics

Competency 9: Presenting Appropriate Appearance

- Hygiene and Grooming
- Hygiene and Grooming in a Work Setting
- Dressing on a Budget
- Caring for/Maintaining a Wardrobe

Competency 10: Exhibiting Good Interpersonal Skills

- Effective Oral Communication
- Speaking Clearly
- Conversing and Speaking Well
- Oral Reporting
- Active Listening
- Listening and Comprehension
- Visual Communication
- Gesturing
- Using the Telephone
- Taking Telephone Messages
- Communicating Facts in Writing
- Effective Written Communication
- Writing Letters
- Characteristics of Positive Relationships

- Meeting New People
- Aggressiveness/Assertiveness
- Rights and Assertiveness
- Practicing Assertiveness
- Nonverbal Assertiveness
- Resolving Conflicts
- Responding to Conflict
- Conflict Case Studies
- Respecting Other's Differences
- Understanding Differences

Competency 11: Completing Tasks Effectively

- Establishing a Savings Account
- Understanding Checking Accounts
- Check Cashing, Writing, and Accounts
- Managing and Balancing a Checkbook
- Understanding Loans and Credit
- Consumerism and Credit
- When to use Credit
- Understanding your Paycheck
- Understanding State Taxes
- Doing your Taxes
- Budgeting and Maintaining Quality of Life
- Personal Budget
- Long-term Budgeting
- Accepting Responsibility
- Managing Change
- Reading a Map
- Using Public Transportation
- Getting a Drivers License
- Using Community Resources
- Using the Library
- Reading a Newspaper