

# Objectives

## Daily Course Objectives

**By the end of this 21 day pre-employment program, all participants will have achieved the following.**

### **1. Understanding the Program**

*reviewed* the Program's Vision and Phases

*reviewed* the topics of this pre-employment course and *identified* personal expectations

*identified* support systems needed and support systems available from inside

*established* participatory ground rules

*examined* how adults act

*started* self assessments around 8 workplace habits

### **2. Rational Decision Making / Getting To Know You**

*identified* elements of good decision making

*used* a process for good decision making

*identified* ways to face outside pressures on decision-making

*identified* career dreams and realities

### **3. Internal Discipline**

*developed* a working definition of internal discipline

*examined* the effects of weak discipline on job performance

*practiced* positive action planning

*practiced* how to build and maintain discipline

*gave* weekly feedback on the course

### **4. Team Work / What Job Is Right For Me**

*reviewed* characteristics of a good team

*examined* roles of team members

*named* teams on the job

*reviewed* communication in teams

*identified* characteristics for types of jobs

*prepared* for field learning day

## **5. Field Learning, Assessment, and Support / Market Assessment**

*toured* companies of future employers

*observed* teamwork on the job

*identified* jobs in Louisiana

*completed* a weekly assessment

*identified* support systems

## **6. Coping With Racism in the Workplace / A Picture For Me**

*analyzed* systemic racism

*analyzed* racism in the workplace

*named* strategies for navigating racism

*identified* main job interests

## **7. Code Switching**

*examined* “Codes of the Streets”

*described* how these “Codes” enhance or inhibit success in the work place

*identified* main “Codes of the Work Place”

*practiced* “New Codes for Success in the Work Place”

*gave* weekly feedback

## **8. Discover Your Work World Mentors / Essential Skill Building**

*described* what I need in a mentor

*explored* the importance of networking for world success

*taken* plans to expand your network and *practiced* introducing yourself

*developed* a plan to invite a mentor to the program

*identified* resources for skill building

## **9. Self Affirmation/Self Efficacy / Cultural Diversity**

*examined* how positive and negative thoughts affect us

*practiced* how to change language and thoughts

*identified* how positive affirmation leads to success

*examined* different cultures

*named* cultures in the workplace

## **10. Can Do Consciousness**

*defined* Can Do Consciousness

*identified* parts of our lives we can do something about

*practiced* ways to gain control in emotional situations

*completed* a weekly assessment

### **11. Understanding Business / Starting the Search For The Job I Want**

*identified* major types of business

*practiced* tips for effective management

*interviewed* employers on Priority Concerns Of Businesses

*reviewed* reasons most businesses fail

*reviewed* disciplinary action offenses and procedures

*reviewed* personal planning worksheet

### **12. How Not to Get Fired/ Knowing When to Quit / Interview Skills**

*examined* ways not to get fired

*examined* ways to resolve work problems

*named* how to build good workplace relationships

*identified* sexual harassment in the workplace

*practiced* ways to address sexual harassment in the work place

*practiced presenting* yourself in an interview

*examined* five stages of a typical interview

*practiced* improved interviewing skills

### **13. Presenting Self to Employer / Resumes, Snapshots**

*identified* snapshot card

*identified* information needed for a snapshot card

*reviewed* what a resume looks like

*examined* different types of resumes

*drafted* a resume for themselves

*reviewed* other participants resumes for feedback

*prepared* for field learning

### **14. Field Learning, Assessment and Support**

*toured* companies of future employers; training school or college

*conducted* workplace investigations

*presented* their findings

*completed* a weekly assessment and learning challenge

*identified* support systems

### **15. Things To Do To Get Ahead**

*practiced* presenting their own work skills and strengths

*examined* how to get the most of your next work experience

*reviewed* how to advance in jobs

*reviewed* the process for how to leave a job

*investigated* trend and opportunities in their industry

## **16. Moving Toward Success**

*identified* Signs of Success

*used* a success inventory

*built* their future successes

*interviewed* successful employees

*developed* a networking notebook

## **17. We're All Difficult People / Researching Jobs**

*named* types of difficult people

*reviewed* strategies for dealing difficult people

*prepared* for presentation day

*researched* advertised jobs

## **18. Think Before Speaking / Hidden Jobs and Getting Out There!**

*explored* situations where speaking from the head had negative implications

*identified* "personal hot buttons"

*practiced* silence

*practiced* dealing with hot buttons

*reported* on advertised jobs

*named* people who can help with their job search

*prepared* for participant presentations

## **19. Presentations, Assessments and Support / Discovering The Jobs**

*practiced* getting and giving feedback

*practiced* presenting on success principles

*reviewed* tips for a good job search

*examined* a job application

*completed* weekly assessment and support meetings

## **20. New Codes for Success / Where I've Been; Where I'm Going**

*examined* four layers of success in the workplace

*prepared person* mission statements

*presented* on where they want to be after this course

*prepared* a persona action plan for next week

*reviewed* the three keys to a successful work life

*gave* final feedback on the topics of this course

## **21. Graduation Celebration**

*celebrated* with mentors, staff, employers, family, and friends

## **On-The-Job Objectives**

Each day of this course concentrates on a different success principle. Our goal is that participants take what they learn each day and bring it with them when they leave the course. The list of objectives below is a list of what we hope and expect that each participant will bring with them from phase one (pre-employment) to their life on-the-job. NOJI will work with participants and employers in phase 2 (Technical Training) and Phase 3 (Workers Co-op) to build what was learned in phase one and secure transfer of learning to the workplace.

### **1. Understanding the Program**

Participants will share, create and manage available support systems before and after they get hired.

### **2. Rational Decision-Making**

Participants will use a rational decision-making model in which they compare possible decisions against criteria that they see as important for their own success.

### **3. Internal Discipline**

Participants will demonstrate discipline related to such issues as attendance and time management on-the-job.

### **4. Teamwork**

Participants will contribute effectively to teams at the work site. Participants will act in keeping with their role in different team work situations.

### **5. Field Learning Day**

### **6. Coping With Racism In The Workplace**

On the jobs participants will have a working understanding of racism, when it occurs, how it is manifested and ways to overcome it as a barrier to success.

### **7. Code Switching**

Participants will use their new codes for living to be effective on the job and in their personal life.

### **8. Discovering Your Work World Mentor**

Participants will expand their networks and have at least one active mentor to help them progress in the work world.

### **9. Self Affirmations/Self Efficacy**

Participants will use positive statements when they describe themselves and their situations. Participants will turn potentially negative situations into positive ones.

### **10. Can Do Consciousness**

Participants will demonstrate control over emotions and situations that could limit their success.

### **11. Understanding Business**

Participants will demonstrate a basic understanding of types of businesses, and as employees, they will contribute to business success. Participants will avoid disciplinary action and also be exposed to the realities of owning a business.

### **12. How Not To Get Fired/ Knowing When to Quit**

Participants will build good workplace relationships and resolve workplace problems appropriately

### **13. Presenting Self to Employer / Resumes, Snapshots**

Participants will demonstrate how to prepare and present themselves to potential employers.

### **14. Field Learning Day**

### **15. Things To Do To get Ahead**

Participants will utilize their current experience, skills and knowledge to advance on the job or get a better job.

### **16. Moving Toward Success**

Participants, co-workers and supervisors will give examples of positive attitudes, skills, behaviors and decisions that have led to success.

**17. We're All Difficult People**

Participants will be able to effectively deal with co-workers and clients at the work place.

**18. Think Before Speaking**

Participants will demonstrate effective control over their language and behaviors at the work place.

**19. Presentations****20. New Codes for Success**

Participants will add value to their work, and to the work of others.