



CONDUITS

Content Areas

Career Planning | Financial Literacy |
Workplace Skills

Audience

Corrections

Modules

30 Total | 10 per Content Area

Instructional Time

:90 Minutes Each
45 Hours Total

Format

Video Lectures | Individual & Group
Activities | Discussion Questions

Availability

DVD | Online





Completely Modular

Video Topics



CAREER READINESS



- Classroom Success
- Exploring Careers
- Education & Training
- Job Search Process
- Resume & Application
- Interview Skills
- Documents You'll Need
- Rights & Responsibilities
- Looking & Acting Sharp
- The Entrepreneur Option

FINANCIAL LITERACY



- Banking 101
- Budgeting Basics
- Smart Shopping
- Lending & Debt
- Saving Your Money
- Insurance Basics
- Affordable Housing
- Affordable Transportation
- Child Support & Care
- Investing in Your Future

WORKPLACE SKILLS



- Lasting 1st Impression
- Navigating the Workplace
- You & Your Manager
- Conflict Management
- Time Management
- Organizing & Planning
- Critical Thinking
- Problem Solving
- Communication Skills
- Job Transitions

Each Topic is 90 Minutes of Instruction | 45 Hours Total





Step-by-Step

Class Sessions

Instructor Prep Guide

Unit Description:
Thinking shapes our actions. Being able to use critical thinking skills is very important. You need to learn how to think about your thinking, understand how to approach information or a problem in a logical fashion, and process it accordingly. You need to learn how to think through difficult situations. This unit addresses topics related to:

- Errors in our thinking
- The impact of beliefs
- How to control your thoughts and feelings
- How to build positive habits

Unit Materials:
The materials for this unit that the students will need are:

- 4 decks of playing cards

Success Traits:
The success traits addressed in this unit are:

- Creating Your Future
- Getting a Fresh Start (Discussion 1)
- Developing
- Making S
- Asking
- Knowin
- Thinkin
- Using t
- Building F
- Dealin
- Finding P
- Helpin

Context and Setup:

Historical
The discipline of critical thinking has its roots in the work of Socrates, who established the concept of the Socratic Method. The discipline cannot depend on those holding positions of authority to also have knowledge and authority. Socrates stressed the importance of questioning authority thoroughly before accepting it as worthy of belief. This gave rise to the Socratic Method, a technique referred to as "The Socratic Method" which is a form of inquiry and discussion involving individuals, based on asking and answering questions to stimulate critical thinking and to illuminate ideas.

Social
The purpose of the Socratic Method is to help people to answer their own questions. Critical thinking involves suspending a judgment in order to explore and question topics from multiple points of view. With an emphasis on dialogue and on examination of someone's claims and method, the Socratic Method expects to reveal a contradiction or inconsistency among those claims. It is through revealing the weaknesses in an argument that the method can be strengthened.

Personal
As Plato famously stated in *The Apology*:

PSST: Job Transitions

Name: _____

1. _____ True or false, job transitions are about change.
2. _____ One benefit of an employment contract might include:
 - a. Easy to change terms
 - b. No agreements regarding pay or benefits
 - c. Employment at will
 - d. Protection in case of a breach of contract
3. _____ What is a lateral move?
 - a. A promotion
 - b. A new job with more responsibility
 - c. A sideways move
 - d. A pay raise
4. _____ If you get a promotion you should ask your boss any of the following questions, except:
 - a. Is there a raise involved?
 - b. What are my new responsibilities?
 - c. Who will report to me?
 - d. Can I go home early?
5. _____ If you are thinking about changing jobs, which of the following is NOT a question to ask yourself?
 - a. What do I like to do?
 - b. What are my assets?
 - c. What expectations are reasonable?
 - d. What job requires the least amount of work?
6. _____ If you are looking for a new job, it is usually a good idea to:
 - a. Set specific search factors
 - b. Apply to as many jobs as possible, even if you are not qualified
 - c. Avoid rehashing since employers like spontaneous responses
 - d. Avoid follow up, as this is annoying to most employers
7. _____ True or false, it is ok to use your employer's email account when searching for a new job.
8. _____ When can you apply for employment benefits?
 - a. When you were let go for no apparent reason
 - b. When you were part of a layoff or downsizing
 - c. When you left due to unsafe working conditions
 - d. All of the above are good reasons to apply
9. _____ Success is usually a result of:
 - a. Getting along and getting it done
 - b. Understanding your coworkers
 - c. Never making any mistakes
 - d. Getting everyone to do things your way
10. _____ True or false, success at work depends on your choices and your behavior.

Think Back ...

How did it make you feel?

Did you act on those feelings?

Did your actions cause new problems?

90- Minute Class Flow

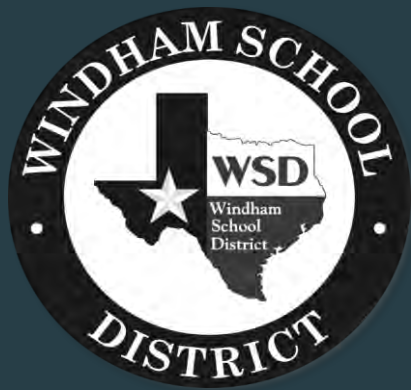
:05	Introduction
:10	Video Segment 1
:10	Discussion Questions
:10	Video Segment 2
:10	Discussion Questions
:10	Quiz
:30	Activity
:05	Transitions

Anyone Can Facilitate



Piloted & Tested

Development Contributors



MTC Management & Training Corporation



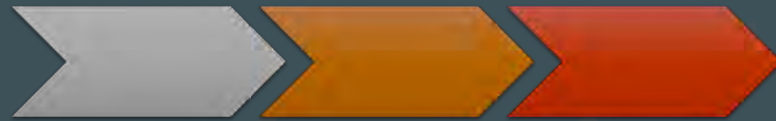
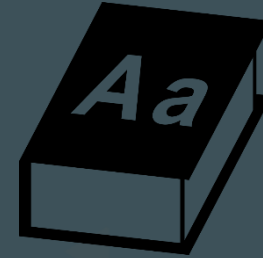


Super Practical

Goals for Instruction

All Topics
at a
7th Grade
Level

Vocabulary



Basic Process

Take-Aways





Instructor, Peer, or Volunteer-Led

Step-by-Step Facilitation

3. The Job Search

Facilitator Prep Guide

Unit Description:

There are many steps involved as a part of the job search process. This unit will examine these steps and how to successfully complete a job search while learning not to become discouraged along the way. This unit will address:

- Preparing
- Applying
- Interviewing
- Assessing an Offer
- Accepting the Position

Unit Materials:

The materials for this unit that the students will need are:

- Worksheet (Page 7)
- Handout

Success Traits:

The success traits addressed in this unit are:

- Creating Your Future
 - Setting a Fresh Start (Activity)
- Having Healthy, Opened Questions (Video 1)
- Celebrating Small Successes (Discussion 2)
- Designing Your Schedule
- Maintaining Focus (Video 1)
- Making Smart Decisions
 - Using Information to Help (Video 2)
 - Using Influence to Your Advantage (Video 2)
 - Thinking Critically (Activity)
 - Feeling Welcomed and Safe (Video 2)
 - Developing Work Ethic
 - Using Ownership (Video 2)
 - Building Resilience
 - Dealing with Gait and Shame (Video 2)
 - Creating Your Future (Discussion 1)
 - Receiving Self-Esteem (Discussion 1)
 - Building Support (Discussion 1)
 - Dealing with
 - Demonstrating Integrity (Video 2)
 - Feeling Purpose
 - Helping Others (Discussion 2)

The Lesson Presentation

1. Introduction to the Lesson (Continued)

Historical Context:

The concept of career networking began to become important in the U.S. in the 1980s and 90s as industry began to progress. Colleges were producing more doctors and the U.S. economy and job market began to shift.

While job boards and classified ads have been a traditional starting place, research has shown that career networking is actually one of the most effective means of securing a position. Many companies don't advertise openings for positions. Some companies don't advertise at all. For someone looking for work, this means that general networking building and networking is best. If your resume is accompanied by a positive letter from someone "in the middle" you are more likely to get the job.

Social Context:

Technology has changed networking, making it possible to connect people who share interests and skills like across political, economic, and geographic borders. Social networking websites with a business focus, like LinkedIn help individuals build a base of contacts, and effectively communicate messages, needs, status and results.

Personal Context:

Networking involves connecting and building relationships with others who may help support you professionally. You may create a support network for yourself. Your network may include family, friends, former co-workers, and people you meet about your career. You may have informal meetings or meetings that occur over time, but are not necessarily formal. It is important to have people who can help you in your career.

2. Show Video Part 1 (After, ask for "take-aways," using points on page 6)

3. Discussion Questions Video Part 1

1. Networking is very important when you are starting the job search process. Who are some people that you can turn to about networking with and possibly using as references? What are some things that you can do to start these conversations? (Building Support)

2. If you don't have a clear personal network, what are some things that you can do to create opportunities for yourself? (Improving Self-Esteem)

Potential responses to question 1: (responses may vary)

- Family members
- Friends (and friends of friends)
- Former co-workers or school classmates
- Take them for a coffee
- Ask them if their company is hiring
- Ask them questions about the industry
- Ask them to be a reference (not family members)

Potential responses to question 2: (responses may vary)

- Make cold calls
- Ask for the hiring manager
- Ask about any openings or if you can send your resume to them
- Don't take it personally if they say no
- Keep your head up and the spirit of yourself for putting yourself out there

4. Show Video Part 2 (After, ask for "take-aways," using points on page 6)

1. What are some things that you can do to help you be successful at a career?

Potential responses to question 3: (answers may vary)

- Do some research before hand and know information about the companies
- Target the companies that you want to work for
- Have multiple copies of your resume with you
- Be dressed professionally like you would for an interview
- Be prepared to answer interview questions if you get a short interview while you are there

2. Why is it important to follow up with potential employers?

Potential responses to question 4: (answers may vary)

- Help them to remember you
- To make a great impression
- To give them additional information
- To convey any concerns you may have
- To let them see your interest
- To show gratitude
- To demonstrate determination

3. When you are looking for a position, you know that there will be moments when you will be uncomfortable or unsuccessful. What are some things that you can do to help keep your head up and deal with these situations? ("Dealing with Failure")

Potential responses to question 5: (answers may vary)

- Recognize that there is a great deal of competition for each job
- You may not be what they were looking for but that doesn't mean you are wrong or bad
- Learn from the situation and help prepare for your next potential interview
- Ask for feedback about things you can do to help you in the future

4. Show Video Part 2 (After, ask for "take-aways," using points on page 6)

1. Why is it important to complete the application fully and honestly? What are some responses you can provide if they ask about arrests or incarceration?

Potential responses to question 1: (responses may vary)

- They may not accept it otherwise
- They may not give you another chance if it is incomplete
- Do not offer additional information that they do not ask for
- If something should come up about incarceration, say that you have served your time, learned from the experience, and you will not commit a crime ever again
- You must be honest on your application, because you can be fired if they discover that you were not honest

2. What are some things that you need to make sure you know or do when completing job applications?

Potential responses to question 2: (responses may vary)

- Who your references will be
- Previous work experience
- What all is required
- When everything is due
- Double check for spelling errors or grammatical errors
- If you are doing it by hand, make sure that your information is easily read
- Have a friend proof-read your information for you

3. What are some of the things that you can do on the day of the interview to help you be successful?

Potential responses to question 3: (responses may vary)

- Set multiple alarms for that day so that you are absolutely not late
- If it is in an unfamiliar area, go the day before and scout out the location so you will not be struggling with finding it the day of the interview
- Prepare for and practice answers for potential questions
- Be prepared to answer questions about your incarceration and have your answers ready
- Be prepared to answer "like a dog test"
- Bring additional copies of your resume

4. Congratulations! You have been offered the job. What are some of the things that you need to consider? ("Celebrating Small Successes")

Potential responses to question 4: (responses may vary)

- Be exceptionally proud of getting the job
- Look at the salary, but not just the salary! Consider the benefits:
 - Do they offer insurance? Retirement?
 - Do you get vacation days? If so, how?
 - Do you get overtime pay if you are an hourly employee?
 - Give me an example of when you did something wrong or made a mistake. How did you handle it? ("Dealing with Failure")
- How would you go about establishing your credibility quickly with the team? ("Getting a Fresh Start")
- What would be your ideal work environment?
- When do you see yourself in five years?
- Describe how you would handle a situation: You are required to finish multiple tasks by the end of the day, and there is a discrepancy over you could finish them.
- What is your greatest failure and how did you learn from it? ("Thinking Critically")

5. Discussion Questions Video Part 2

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6. Quiz (Grade during activity, then review/return. Comment on optional essays)

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7. Activity

Description of the activity: Students will write responses for and practice stating these responses to a set of potential interview questions. After they are finished writing and practicing, the students will partner with another student and practice interviewing each other using the questions.

Using your class (practice), answer the following questions.

Interview Questions:

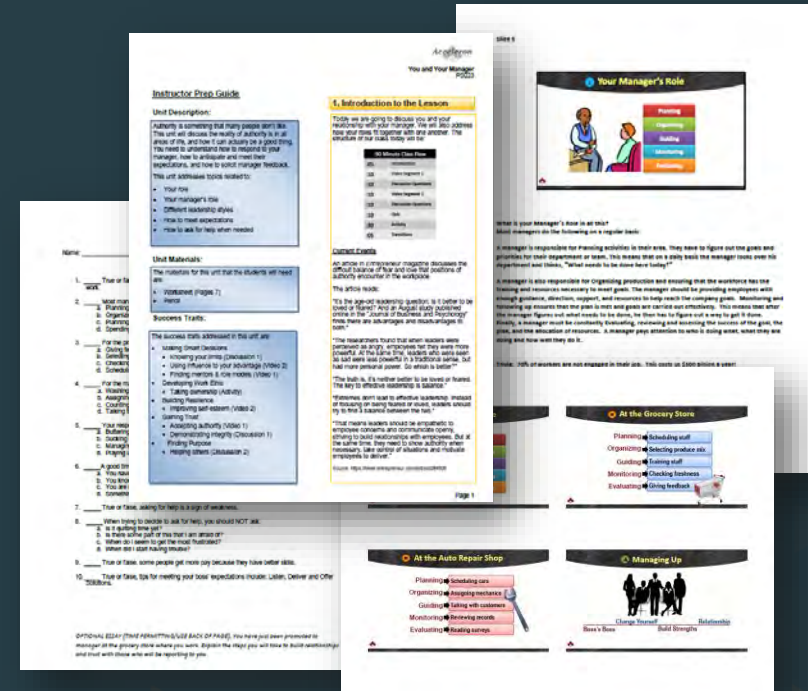
- Tell me about yourself!
- Why are you interested in this position?
- What are your strengths?
- What are your weaknesses? ("Thinking Critically")
- Give me an example of when you did something wrong or made a mistake. How did you handle it? ("Dealing with Failure")
- How would you go about establishing your credibility quickly with the team? ("Getting a Fresh Start")
- What would be your ideal work environment?
- When do you see yourself in five years?
- Describe how you would handle a situation: You are required to finish multiple tasks by the end of the day, and there is a discrepancy over you could finish them.
- What is your greatest failure and how did you learn from it? ("Thinking Critically")



Resources & Tools



- Topic Setup & Context
- Discussion Questions
- Activities & Handouts
- Quizzes & Keys
- Slides & Transcripts
- Success Trait Mapping
- Marketing Flyers
- Certificate Templates
- Online Product Access
- Pre/Post Course Surveys



Self-Contained Training

Instructor Led

Peer Educator Led

Volunteer Led





Shaping Your Future	Building Resilience
Getting a Fresh Start	Dealing with Guilt & Shame
Having Realistic Expectations	Dealing with Failure
Celebrating Small Successes	Improving Self Esteem
Developing Plan B	Building Support
Maintaining Focus	Gaining Trust
Making Smart Decisions	Accepting Authority
Asking For/Accepting Help	Demonstrating Integrity
Knowing Your Limits	Being Accountable
Using Influence to Your Advantage	Finishing What You Start
Gaining Self Control	Finding Purpose
Thinking Critically	Helping Others
Finding Mentors & Role Models	
Using the Power of Choice	
Developing Work Ethic	
Taking Ownership	
Valuing Work	
Avoiding Easy Street	

Topics Fortified with

Success Traits





Parole, Probation, & Employer Friendly

Certifications