



Acceleron for Job Corps

Content Areas

Daily Life | Financial Literacy | Career Plan
Workplace Success | Small Biz Startup

Audience

Job Corps Students

Modules

40 Total

Instructional Time

:60 to :90 Minutes Each
Up to 60 Hours

Format

Video Lectures | Individual & Group
Activities | Discussion Questions

Availability

Online | USB

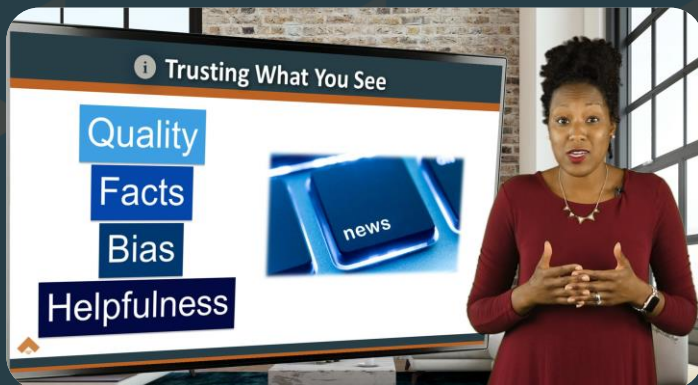


Each topic is 60 minutes | Deliverable in 30-minute increments



Daily Life

- Life Admin
- Strengths
- Get on Your Feet
- Mental Health
- Social Health
- Physical Health
- Tech Landscape
- Care for Children
- Bullying
- Law Enforcement Interactions



Financial Literacy

- Banking 101
- Budgeting Basics
- Smart Shopping
- Credit Score Components
- Deal with Debt
- Financial Aid Basics
- Invest in Your Future

Each topic is 60 minutes | Deliverable in 30-minute increments



Career Readiness

- Work Ethic & Tenacity
- Classroom Success
- Organizing & Planning
- The Job Search
- Looking & Acting Sharp
- Multicultural Matters



Workplace Success

- Lasting 1st Impression
- Navigating the Workplace
- You & Your Manager
- Conflict Management
- Problem Solving Skills
- Communication Skills
- Customer Service
- Job Transitions

Each topic is 60 or 120 minutes | Deliverable in 30-minute increments



Open to Venture

- On Your Own
- Risk
- Strategic Direction
- Marketing & Sales
- Operations
- Finance & Accounting
- People, Process, & Tech
- Back Office
- Return
- Grow or Exit



Business Plan
Creation
Activity



Interactive
Case Studies
(Time Permitting)



Maps to 35 Trades
& CTE Pathways

Better Employees & New Career Paths

Understanding the basics of business is powerful, both for creating better employees and for sparking new career paths.

Open to Venture teaches small business startup with engaging video lectures, a business planning process mapped to 35 common trades, and interactive case studies.

It is an exciting capstone that drives home Job Corps programming relevance and opportunity.



Goals for Instruction

Vocabulary



Basic Process

Useful Take-Aways



Career Success Standards

Comprehensive Mapping Process

Each standard was broken into its component parts, then cross-walked to each learning topic.

Standards were reinforced through one or more of the following:

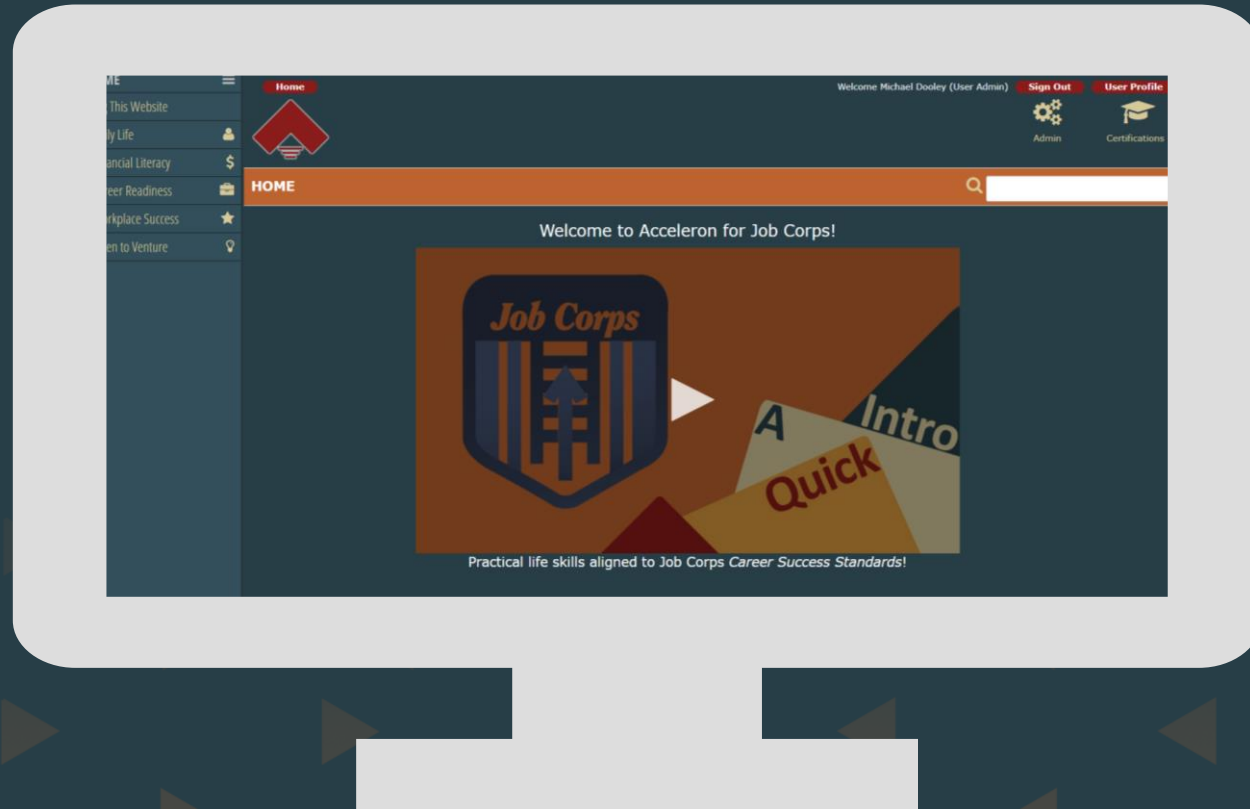
- **Video Lecture Presentation**
- **Discussion Questions**
- **Activity**
- **Handout**

[illegible]



Easy to Use

Self-Paced Online



Our Intuitive LMS

- Individual learner access
- User/group administration
- Email or single-use code access credentials
- Electronic quizzes
- Electronic certifications
- Downloadable facilitation materials
- A responsive design for tablet and mobile



Step-by-Step Group Facilitation

Typical Class Flow

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

Anyone
Can
Facilitate



Instructor, Peer, or Volunteer-Led

Robust Facilitation Materials

Navigating the Workplace

Facilitator Prep Guide

Unit Description:

Learn how business organizations are structured and how you fit into the workplace. Workplaces are dynamic, which means they are constantly changing and workplace culture is based on those changing dynamics. Fitting in at work depends on getting along with many people and navigating "the system" at your workplace.

This unit addresses topics related to:

- Meeting your manager's needs
- Avoiding office gossip and politics
- How to advance in the workplace

Unit Materials:

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

Career Success Standards:

- Workplace Relationships and Ethics
 - a. Organizational Goals/Chain (video)
 - b. Work Relationships (video)
 - c. Supervision (video)
- Confidentiality/Trust (activity)
- Interpersonal Skills
 - a. Teamwork (video)
 - b. Viewpoints (activity)
 - c. Conflict and Negotiation (activity)
- Personal Growth & Development
 - d. Social Networks (video)
- Communications
 - e. Social Register (video)
 - f. Active Listening (activity)

The Lesson Presentation

1. Introduction to the Lesson (Continue)

Historical Context

The term "workplace culture" was first defined by Edgar I. Leadership. This first definition included the idea that core workplace behavior and management attitudes. An organ by hierarchy, power and/or politics within the organization.

Social Context

As members of the global workplace, effectiveness depends the culture of your workplace and the individual person. It's "the way we do things around here." The best workplace.

Personal Context

Some workplaces are "laid back" and others are "buttoned up." You might expect you to work as independently as possible. It's how to "buy in" is very important to your success at a workplace. It's a persistent problem or dealing with an ethical

2. Show Video Part 1 (After, ask for "t")

3. Discussion Questions Video Part 1

- What are some reasons that it is important to follow the chain of command in the workplace? What are some of the problems with not following the chain of command?

Potential responses to question 1: (responses will vary)

- You could get into trouble
- Your supervisor will not know what is going on
- Different people do different things
- Everyone deserves a chance to defend their actions or have their input
- You would want others to follow the chain of command if they are addressing something that you were/weren't doing

- Of the listed workplace cultures, which one do you feel would be the best fit for you? Why?

Potential responses to question 3: (answers may vary)

- Work Hard, Play Hard (fast feedback and low risk)
- Tough Guy (fast feedback and high risk)
- Process (slow feedback and low risk)
- Bet the Company (slow feedback and high risk)

4. Show Video Part 2 (After, ask for "t")

- What are some values that are important to you in the workplace? Before you move forward into looking at a job, what are some non-negotiable values you have?

Potential responses to question 5: (answers may vary)

- I like to work in a place that allows me to be creative
- I like to work in a place that will help me grow as a person and an employee
- I need to work in a place that respects me as a person
- I need to work in a place that cares about my time and the value of my work

5. Discussion Questions Video Part 2

- The video discussed some things that you can do to fit in to the workplace. What are some things that you can do to help better fit in?

Potential responses to question 1: (responses will vary)

- Watch what people are wearing and wear similar clothing
- Ask them about their weekend, their families
- Smile and have a great attitude
- Listen to others. People often like to talk and like to be listened to
- Give credit to others and praise to others for doing a good job

- Office politics is unavoidable. What are some things that you can do to make sure what you are doing is a "good" political move instead of a bad one?

Potential responses to question 3: (responses will vary)

- Say good things about other people
- Self-promote but don't take it to the extent of bragging
- Get to know lots of different people
- Understand the job of other people and how you all can work together
- Be professional and don't lose control of yourself or your emotions
- Be a good communicator

6. Quiz (Grade during activity, then review)

Description of the activity: A big part of navigating the workplace is usually do not have all of the answers or best ideas by you. Speaking of navigating, we're going to do a team challenge. You have 10 minutes to rank the items on the list from 1-1 group to discuss and agree on the rankings. The instructor closest ranking to the correct answers is the winner.

- By themselves, rank the items in order from most important to least important.
- In a group, they will have 15 minutes to work together to rank the items.
- As a class, go over the correct answers (provided by the instructor).
- The group that has the most correct answers is the winner.

Key Take-Aways from Each Video Segment

Video Segment 1:

- Workplaces are **dynamic**, which means they are constantly changing dynamics.
- It is helpful to understand that every company does things differently.
- An **organizational chart** is a picture of the relationships and how the chain of command.
- A workplace **culture** is about the expectations that are placed on employees.
- **Interpersonal** occurs when you observe other's actions and how they affect you.
- Office **politics** occur when people are interacting and bad office politics.
- The behavioral relationships between members of a group.

Video Segment 2:

- The type of workplace culture that exists in a workplace.
- Work Hard Play Hard
- Tough Guy
- Process
- Bet the Company
- Good office politics include:
 - a. Gossip and backstabbing
 - b. Undermining and bullying
 - c. Communication and self-control
 - d. Picking sides and gang-banging
- Questions to ask at the beginning of a meeting:
 - a. What's the goal?
 - b. Where are the snafus?
 - c. What just happened?
 - d. Why work?
- Effective or productive teams are built on:
 - a. Communication, Responsibility
 - b. Control, Rotation and Fairness
 - c. Staying, Waiting and Viewing
 - d. Rushing, Skipping and Forgetting
- **True** or false, not fitting in is sometimes better.

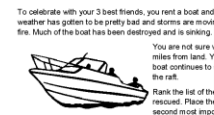
ANSWER KEY - PS022

- True** or false, the most important part of navigating the workplace is learning the "top of the line".
- Which of the following is NOT one of the workplace cultures?
 - a. Operations
 - b. Marketing
 - c. Finance
 - d. **Manufacturing**
- What is workplace culture?
 - a. The way things are done
 - b. The way things should be done
 - c. The way things used to be done
 - d. **The way things are done around here**
- The type of workplace culture that exists in a workplace is called:
 - a. Work Hard Play Hard
 - b. **Tough Guy**
 - c. Process
 - d. Bet the Company
- Good office politics include:
 - a. Gossip and backstabbing
 - b. Undermining and bullying
 - c. **Communication and self-control**
 - d. Picking sides and gang-banging
- True** or false, the real choice in office politics is to be a part of it.
- Questions to ask at the beginning of a meeting:
 - a. **What's the goal?**
 - b. Where are the snafus?
 - c. What just happened?
 - d. Why work?
- Effective or productive teams are built on:
 - a. **Communication, Responsibility**
 - b. Control, Rotation and Fairness
 - c. Staying, Waiting and Viewing
 - d. Rushing, Skipping and Forgetting
- True** or false, not fitting in is sometimes better.

OPTIONAL ESSAY (TIME PERMITTING/USE PRIOR TO CLASS) (like Wal-Mart) while others may prefer a shop. What are the pros and cons of each?

Activity Worksheet

Directions: A big part of navigating the workplace is learning the answers or best ideas by yourself. It takes a team. Read the information below. This is a team challenge. You then you will have 20 minutes to work with a group to agree with the closest ranking to the correct answers is the winner.



To celebrate with your 3 best friends, you rent a boat and weather has gotten to be pretty bad and storms are moving in. Much of the boat has been destroyed and is sinking. You are not sure how many miles from land. The boat continues to sink. Rank the list of the items below. Place the second most important item at the top of the list.

Items	Your Ranking
A sextant (measures angles between objects)	
A shaving mirror	
A quantity of mosquito netting	
A 25 liter container of water	
A case of Army rations	
Maps of the Atlantic Ocean	
A floating seat cushion	
A 10 liter can of oil/petrol mixture	
A small transistor radio	
20 sq feet of opaque plastic sheeting	
A can of shark repellent	
15 feet of nylon rope	
2 boxes of chocolate bars	
An ocean fishing kit and pole	

Answer Key

Items	Correct Ranking	Explanation
A sextant	14	This is useless unless you know how to make measurements and have the appropriate conversion charts.
A shaving mirror	1	This is the most powerful tool you have for communicating your presence. It can be used to signal for help.
A quantity of mosquito netting	12	There are no mosquitoes in the middle of the Atlantic Ocean, but maybe you can drag it along and catch a fish (unlikely).
A 25 liter container of water	3	Water is vital to life. This amount will provide water for several days.
A case of Army rations	4	This is your basic food requirement.
Maps of the Atlantic Ocean	13	This is worthless without navigation equipment. Might be used to shield you from the sun, but that's about it.
A floating seat cushion	9	Useful as a life preserver if someone falls overboard.
A 10 liter can of oil/petrol mixture	2	The mixture will float on water and can be ignited using the matches. It is good for signaling for help.
A small transistor radio	11	You would be out of range of any radio stations.
20 sq feet of opaque plastic sheeting	5	Can be used to collect rain water and shelter from the sun, wind, and waves.
A can of shark repellent	10	Repelling sharks might be important.
15 feet of nylon rope	8	Could be helpful in keeping people and equipment together and from being washed overboard.
2 boxes of chocolate bars	6	Your reserve food supply.
An ocean fishing kit and pole	7	This is ranked lower because there is no guarantee you will catch fish and get food. Pole could be used as a tent pole.

To run the course, you'll also need...

- TV or projector/speakers
- Internet, TV with USB, or DVD Player
- Access to a photocopier
- Pencils or pens
- Tables and chairs

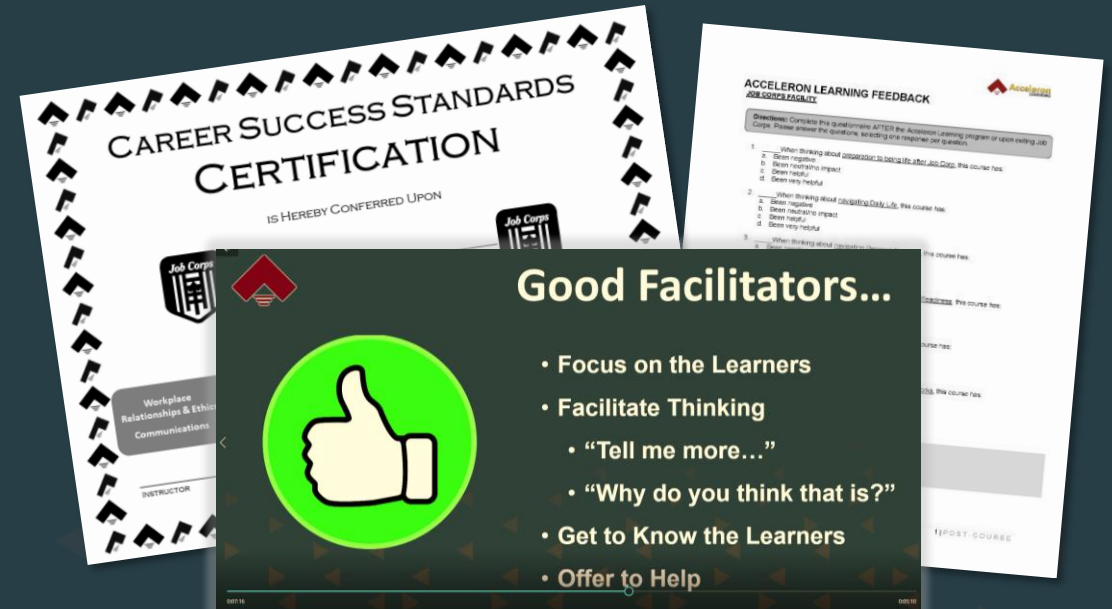


Tons Of Helpful

Resources & Tools



- Topic Setup & Context
- Discussion Questions
- Activities & Handouts
- Quizzes & Keys
- Slides & Transcripts
- Career Success Standards Mapping Document
- Marketing Flyers
- Certificate Templates
- Post-Course Survey



Self-Contained Training

Instructor Led

Peer Educator Led

Residential Advisor Led



Refined & Tested

Development Contributors

