



*Lessons will be delivered on Thursdays at 12pm Central*

*Intro:*

- Lesson #1: Benefits of Working While You're in School
- Lesson #2: Setting Employment and Personal Goals
- Lesson #3: Identifying and Understanding Your Strengths and Weaknesses

**Unit Assessment**

*Preparing for the Job Search I: (10/14, 10/21, 10/28)*

- Lesson #4: Creating an Employment Portfolio, Master Application, and Resumé
- Lesson #5: Using Your Traditional and Social Network in Employment
- Lesson #6: Researching Job Opportunities

**Unit Assessment**

*Applications (10/28, 11/4, 11/11)*

- Lesson #7: Application Overview
- Lesson #8: Picking Up and Turning In Applications
- Lesson #9: Filling Out the Sections of a Job Application

**Unit Assessment**

*Interviews I: (11/11, 11/18, 11/25)*

- Lesson #10: Interview Overview
- Lesson #11: Preparing for the Interview Process
- Lesson #12: Answering Common Interview Questions

**Unit Assessment**

*On-the-Job Skills I: (11/25, 12/2, 12/9)*

- Lesson #13: Showing a Strong Work Ethic
- Lesson #14: Hard Skills and Soft Skills
- Lesson #15: Handling Conflict

**Unit Assessment**

*Independent Living Skills I: (12/9, 12/16, 12/23)*

- Lesson #16: Disclosing Your Disability & Requesting Accommodations
- Lesson #17: Evaluating Your Goals
- Lesson #18: Advocating for Yourself and Others

**Unit Assessment**

*Preparing for the Job Search II: ( 21A, 21B, 21C )*

- Lesson #19: How to Ruin a Job Opportunity
- Lesson #20: Unexpected Events in the Job Search
- Lesson #21: Handling Rejection in the Job Search

**Unit Assessment**

*Cross-Curricular Connections: ( 21A, 21B, 21C )*

- Lesson #22: Reading Strategies for Employment
- Lesson #23: Writing for Employment
- Lesson #24: Math in the Workplace, Reading Your Paycheck, & Budgeting

**Unit Assessment**

*Interviews II: ( 21A, 21B, 21C )*

- Lesson #25: Using Your Employment Portfolio in an Interview
- Lesson #26: Ending an Interview & Following Up
- Lesson #27: Other Interview Scenarios

**Unit Assessment**

*On-the-Job II: ( 21A, 21B, 21C )*

- Lesson #28: Asking for a Raise Promotion & Handling Loss of Employment or Hours
- Lesson #29: Part-Time vs. Full-Time
- Lesson #30: Respecting Your Employer

**Unit Assessment**

*Independent Living Skills II: ( 21A, 21B, 21C )*

- Lesson #31: Knowing Your Rights
- Lesson #32: Filling Out New-Hire Paperwork
- Lesson #33: College and Post-Secondary Options

**Unit Assessment**

*Review: ( 21A, 21B, 21C )*

- Lesson #34: Balancing School, Work, and Life
- Lesson #35: Researching Services in Your Area
- Lesson #36: Leaving School Prepared

**Unit Assessment**