

Back to Work Program Syllabus

DEW Program Instructors

- A. **Description:** The Back to Work Program is job readiness boot camp to assist those transition back into the workforce.
- B. **Organization of the Program:** The program is both hands-on and lecture style. Classes are held at the locations chosen as well as the SC Works center. The Back to Work program lasts 5 weeks. End of the course has a job fair and a graduation.
- C. **Program Objectives:**
- a. Provide training that will assist in gaining employment and maintaining self-sufficiency
 - b. Restore the self-confidence, self-awareness, and the ability to work in a structured environment; skills which are necessary sustain employment
- D. **Program Topics:** The program will cover the following
1. Punctuality and Appearance
 2. Diversity in the Workplace
 3. Conflict Resolution
 4. Career Exploration
 5. Personal Wellness
 6. Interview Skills
 7. Basic Computer Skills
 8. Navigating SC Works
 9. Mock Interviews
 10. Résumé Development
 11. Financial Management
- E. **Requirements for completion:** (see guideline for Program Completion)
- a. Arrive on time
 - b. Arriving late 3 times is grounds for being terminated from the program
 - c. All participants must attend Week 1 of the program and can only miss once during the 2-5 week training. Must attend a make-up session
 - d. Completed all requirements required during the program
- F. **Reporting:**
- a. Instructors are responsible for sending a recap of the class and participation numbers weekly using the 'reporting template' sent weekly to the Regional Manager and Area Director
 - b. Instructors are responsible for following the Program Check-list and keeping it updated
 - c. Instructors are responsible for keeping up with the Back to Work graduates outcome data using the 'Outcomes data template'

Program Tentative Schedule

Orientation:

Objective: to find clients to sign-up for the program. Review the program, expectations, and goals.

Sessions: Trainer is responsible for setting up the weekly schedule using the sessions listed below

Program Orientation:

Objective: Introduction to clients about the program goals and participant expectations

- Sign Guideline Agreement
- Completion of Intake participation form
- Issue Resume Template

Session 1: Punctuality and Appearance

Objective: Discuss the appropriate attire for the workplace, good hygiene practices, and the importance of punctuality; appropriate language for the workplace, Following dress codes

- Guidance in completing Personal Profile section on résumé template
- Clients will be responsible for bringing the resume template to each session.
- Each part of the resume template will be assigned for completion and reviewed by the assigned Job Coach

Session 2: Diversity in the Workplace

Objective: Acknowledge differences and similarities in backgrounds in the workplace

- How to work as a part of a diverse team
- Promote sensitivity to others
- Emphasize the importance of social skills to retain employment

Session 3: Conflict Resolution

Objective: Assist clients with diffusing conflicts in the workplace and maintain employment

- Conflict resolution exercise
- Overview of Workplace Harassment: Dos and Don'ts
- Intake form to be completed Week 1

Session 4: Career Exploration

Objective: Examine potential career opportunities

- Explore Careers/Jobs Types
- What do I like to do vs. What am I good at
- Realistic expectations for employment

Session 5: Personal Wellness

Objective: Discuss the importance of emotional management when dealing with life's challenges

- Defining Self Esteem and Self Worth
- The importance of updating Relationship skills
- Dealing with additions and Mental Health issues
- Pathways to Personal Wellness
- Complete Job History section of résumé template

Session 6: Applications and Opportunities

Objective: Learn the appropriate way to complete an application and provide a good reference

- Discuss incentives offered to employers to hire individuals with barriers

Session 7: Interviewing Skills

Objective: Introduce clients to Behavioral Style interviews

- How to prepare for an interview
- Example Behavioral Interview questions
- Answering interview questions appropriately
- Navigating a job fair

Session 8: Basic Computer Skills 


Objective: Provide basic computer skills to complete applications and build a résumé

- Parts of the computer, using the keyboard, creating a document (for advanced participants)
- Accessing the internet
- Creating an email address

Session 9: WIN Testing Practice 


Objective: To prepare for standardized testing

- Review how the test is run
- Test stress relief techniques
- Take the Practice Test

Session 10: Navigating SC Works Part 1 


Objective: To use SC Works Online to enhance job search

- Understanding the Dashboard to utilize SC Works tools
- Completing a job search
- Setting up a Virtual Recruiter in SCWOS

Session 11: Navigating SC Works Part 2 

Objective: To use SC Works Online to enhance job search

- Creating a resume using Resume Builder in SCWOS
- Use Resume Template to complete electronic résumé

Session 12: Résumé Writing 

Objective: Create a basic résumé to be used for the Navigating SC Works sessions

- Learn what employers are looking for in a résumé
- Build a basic resume using paper and/or a computer station

Session 13: Financial Management

Objective: Prepare clients to maintain a budget with future financial earnings

- Real life examples of budget management and mismanagement
- How to open and maintain a checking and/or savings account

Session 14: Interviewing Skills Part II

Objective: Apply learned interviewing techniques in a speed interviewing activity

- Practice answering assigned behavioral interviewing questions
- Feedback from peers and Job Coaches
- Referral to partnering agencies for interview clothing

Session 15: WIN Testing 

Session 16: Mock Interviews by appointment

- Assessment of preparedness for Hiring Event

Extra Sessions:

- One-on-One Job coaching appointments (weekly)
- Field Trip to a location for on-site dress for success assistance
- Extra one-on-one interview assistance
- Training on how to navigate public transportation in the local area

Hiring Event:

Objective: Host a hiring event with employers that are both open to hiring second chance as well as match the skills and positions candidates are looking to go into. Examples include:

- Job Fair
- One-on-one job fair
- Interview appointments pre-set

Graduation Ceremony

Distribution of Certificates of Completion

*****Class sessions may be rearranged to best fit speakers and locations needs***

******Trainers Responsibility: Send recap of the week along with the number of participates that started the class and the number that are currently in the class***