

Curriculum Chart

Week	Focus	Activities	Worksheet/ Tools	Key Outcomes
Week 1: Introduction to Workforce Readiness	Understanding workforce readiness and setting personal/career goals.	Group discussions, career roadmap creation, reflection journaling.	“My Career Roadmap” worksheet, SMART goal templates, journals.	Participants understand workforce readiness and create actionable career goals.
Week 2: Resume and Cover Letter Writing	Creating professional resumes and tailored cover letters.	Resume builder, cover letter exercise, peer review	Resume templates, cover letter templates, computers.	Participants complete resumes and cover letters tailored to their aspirations.
Week 3: Job Search Strategies	Effective job searching and building a professional network.	Job board exploration, networking role-play, guest speaker session.	Job board printouts, networking guides, computers.	Participants gain knowledge of job search strategies and networking.
Week 4: Interview Skills	Developing confidence and communication skills for interviews.	Mock interviews, self-assessments, feedback discussions.	Interview question handouts, feedback forms, optional recording tools.	Participants feel confident in interview settings and improve communication.
Week 5: Professionalism and Workplace Etiquette	Learning workplace behavior, communication, and teamwork.	Role-playing scenarios, teamwork exercises.	Etiquette checklists, Scenario role-play.	Participants understand workplace etiquette and teamwork dynamics.

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Week 6: Financial Literacy	Building budgeting skills, understanding credit, and setting financial goals.	Budgeting workshop, credit knowledge worksheet, savings tracker	Budgeting worksheets, calculators, financial guides.	Participants build financial literacy and develop actionable savings plans.
Week 7: Skills Development	Exploring job-specific skills and certifications.	Skill self-assessment, hands-on project work, certification exploration.	Skill assessment sheets, trade tools, computers.	Participants identify skill gaps and explore relevant certifications.
Week 8: Building a Support Network	Building sustainable personal and professional support systems.	Networking role-play, resource guide creation, mentorship session.	Networking worksheets, local services directory.	Participants create support networks and learn how to leverage resources.
Week 9: Personal Development and Soft Skills	Enhancing emotional intelligence, stress management, and resilience.	Mindfulness exercises, conflict resolution role-play, journaling.	Emotional intelligence worksheets, stress management guides.	Participants develop emotional intelligence and workplace resilience.
Week 10: Job Placement and Follow-Up	Securing employment and mastering follow-up practices.	Mock job fair, follow-up email writing, goal reassessment.	Job placement resources, follow-up templates.	Participants secure employment leads and practice professional follow-ups.

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Week 11: Capstone Project (Planning)	Designing a project that showcases learned skills.	Group project planning, individual reflections.	Project outlines, presentation tools.	Participants apply skills in a real-world context.
Week 12: Capstone Project (Presentations)	Presenting capstone projects and reflecting on progress.	Presentations, feedback session, celebration.	Presentation tools, feedback forms.	Participants present their projects and receive constructive feedback.