

# CAREER READINESS



**THE FUTURE BEGINS WITH  
YOU...**

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# INTRODUCTION







This Career Readiness (The Future Begins With You) curriculum was designed in accordance with New Jersey Student Learning Standards - Career Readiness, Life Literacies, and Key Skills (NJSLS-CLKS). Written and prepared by Teacher/Author, S. Lisa Ulmer, M.Ed. in Special Education for **(Opportunities For All, Inc.)**

Implemented to guide and support special education students successful transition to work and career; to meet the learning needs and styles of each individual learner, to be interactive and engaging to youth and to be delivered in a “hands –on” manner. The material covered in the curricula is based on a positive self- assessment development model. That is asset-driven, culturally responsive, and focused on the essential work and life skills necessary for personal and family self-sufficiency.

The curriculum contains 5 units: **Exploring Self, Empower Your Future, Interpersonal Skills, Occupational Interest, and Obtaining - Retaining Work/Cash Flow.** Designed lessons on fundamental aspects of work readiness, exploring careers and essential topics of getting and keeping jobs: like resume writing, completing job applications, interacting with co-workers, taking initiative, focusing on financial interest, developing banking skills and credit score literacy. With a steady focus on positive character traits, the lessons in the guide reinforce both social-emotional and employability skills to support personal and professional achievement for young people. Instructors are required to make accommodations and modifications to meet the individual needs of each special education student.

The curricula guide can be used in both short-term and longer-term for **(Opportunities For All, Inc.)** A portfolio component is built into the lessons. Students will complete the training incorporated in this curricula guide with a career portfolio (hard version) serving as a concrete product for self efficacy, to share with prospective employers, community service organizations or education-related organizations.

## **Students Portfolio Materials for Training Course:**

-  **1" Three Ring Binder**
-  **"Clear sleeves for all "Student Portfolio Inserts"**
-  **Copies of each "Cover Page/ Units 1-5"**
-  **Copies of "Student Portfolio Checklist"**
-  **Copies of all "Lessons Information Sheets"**
-  **Copies of all "Worksheets" & "Sample Sheets"**

**Objective:** The Learner will:

- ✓ Understand the Student Career Portfolio process that they will complete during the course of the program.
- ✓ Receive their portfolio and portfolio checklist, and enter the first unit in their Student Career Portfolio.
- ✓ Understand that their portfolios will be a valuable career resource for them that they will add to during the course of the program.

**UNIT 1 - Materials: 1 "Three Ring Binder, Copy of Unit 1 Cover Page/ Exploring Self, Copy of Student Portfolio Checklist and Clear sleeves for each Student's Inserts.**

### **Let's Get Started!**

Ask if anyone might know what a portfolio does, or what it looks like. Explain that portfolios are a great way to capture and keep important career information, which they can refer to when interviewing for a job. Reassure students that there will be lots of help and guidance available to them in order to complete their portfolio, and that it will be filled with "real world" information that they can refer back to, along with examples that will help them join, remain, and advance in the workforce. Tell students they should bring their binder to class every session.

# Student Portfolio Checklist

## **Unit 1**

- Cover Page Career Readiness
- Unit 1 Cover Sheet/ Exploring - Self
- Student Portfolio Check list
- Clear Sleeves For All Inserts
- I Am Worksheet
- Personal Identity Assessment
- Triggers Worksheets
- Values at a Glance
- Budgeting My Values

## **Unit 2**

- Unit 2 Cover Sheet/ Empower Your Future
- Clear Sleeves For All Inserts
- Proactive vs. Reactive
- Circle of Control Diagram
- Self - Talk Naming
- Self -Talk Belief & Faith
- Positive Affirmations

## **Unit 3**

- Unit 3 Cover Sheet /Interpersonal Skills
- Clear Sleeves For All Inserts
- Making Decisions
- Thinking About It
- Setting Boundaries
- Team Player Survey
- Conflict Story Map
- When I Have A Conflict
- Tips For Managing A Conflict

# Student Portfolio Checklist

## **Unit 4**

- Unit 4 Cover Sheet/ Occupational Interest
- Clear sleeves for all inserts
- Interest Inventory
- Occupations List
- Short Term Goals
- Choice Making Self- Check
- 10 Steps To Success
- Career Words
- Interpersonal Worksheet
- Skills Today Employees Expect
- Improving Individual Skills
- Self- Motivation Talking The Initiative
- Taking The Initiative Scenario
- Taking Initiative At Work

## **Unit 5**

- Copy of unit 5 Cover Sheet/
- Clear Sleeves For All Inserts
- A Sample Professional Voicemail
- A Sample Employment Email Inquiry
- Understanding A Resume
- Tips For Resume
- Actions Words For Resume
- Resume Worksheet
- Samples of Resumes
- Evaluating A Resume
- Guide To Completing A Job Application
- Application For Employment
- Personal Network
- Reference Worksheets
- Banking
- I know Everything About Savings Account
- Saving Accounts
- I'm Ready Is The Bank
- Making Withdrawals
- I Can Handle Deposits
- Credit Score Overview & Glossary
- Credit Score Factors & 8 Ways To Improve Credit Score
- Credit Score Assessment Quiz