

## Overview

Many high school students struggle with the transition from academic life to working life. Skills of Central PA's Job Readiness and Self-Advocacy Workshops can help students develop the skills they need to succeed and thrive in the workplace and the community. The workshops run separately over the course of 8-10 weeks, with a single, one-hour session each week. In addition, content topics can be selected from both workshops to create a customized workshop for your students' specific needs.

## Program Details

### Cost

- \$20 per 15-min. unit (1-hour minimum applies) for up to 15 participants
- \$50/day travel charge

### Outcomes

- Measured through pre- and post-program evaluations.

### Selection Criteria

- Open to any student age 14+
- Participants selected by school staff

### For More Information Contact

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## Job Readiness Workshop

In this workshop, students will learn, practice, and develop the skills they need to land a job and succeed once they are hired. Workshop content includes the following topics:

- **Week 1: Pre-Employment**
  - How to Search for Jobs
  - Job Applications, Cover Letters, and Resumés
  - Preparing for and Winning an Interview
  - Professional Behavior in the Workplace
  - Appearance and Hygiene
- **Week 2: Beginning a New Job**
  - Positive Work Ethic
  - Workplace Manners and Boundaries
  - Integrity at Work
- **Week 3: Professional Behavior**
  - Workplace Conduct
  - Sexual Harassment
- **Week 4: On the Job**
  - Learning the Job
  - Doing the Job
  - Working With Your Supervisor
  - How to Innovate
  - Attitude
  - Being Part of a Team
- **Week 5: Preparation for Mock Job Interview**
- **Week 6: Mock job Interview and Review Session**
- **Week 7: Review of All Material**
- **Week 8: Reserved for Catch-Up or Make-Up Due to Snow Days**

## Self-Advocacy Workshop

In this workshop, students learn about and practice self-determination, advocacy, and leadership skills. The goal is to motivate and inspire them to actively participate in their transition from academic life to work and community life. Workshop content includes the following topics:

- **Part 1: Accept Yourself**
    - Allows students to better understand who they are as a person and a community member.
  - **Part 2: Declare Yourself**
    - Helps students understand how to make themselves known to other people in the community.
  - **Part 3: Anger Management**
    - Gives students a chance to understand triggers of anger and how to manage anger issues.
  - **Part 4: Healthy Living**
    - Helps students understand how to manage stress and feelings of worry, grief, sadness, and depression.
  - **Part 5: Empower Yourself**
    - Gives students an opportunity to discover what they wish to do after high school.
- Note:** Each part of the Self-Advocacy Workshop takes two sessions to complete.