

**WORKFORCE PREP SYLLABUS**Workforce Preparation Course Syllabus

Class 1	<u>Introduction to Workforce Preparation</u> Introduce yourself to your instructor and other students, and review course topics
Class 2	<u>Goal Setting</u> Learn to set and plan your professional goals
Class 3	<u>Job Advertisements</u> Learn how to read about and search for available jobs
Class 4	<u>Job Applications</u> Practice filling out job applications
Class 5	<u>Networking and Getting an Interview</u> Learn how to network for finding jobs and learn skills for getting an interview
Class 6	<u>Resume Writing I</u> Learn methods for writing a strong resume
Class 7	<u>Resume Writing II</u> Practice more resume writing
Class 8	<u>Interview Preparation</u> Practice interview skills and write your resume
Class 9	<u>Interview Preparation: Soft Skills</u> Identify your skills and practice talking about them
Class 10	<u>Speed Interviews</u> Practice interview skills with guests
Class 11	<u>Financial and Tax Information (Información financiera y de impuestos)</u> Learn general financial and tax information (Aprender información general sobre finanzas e impuestos)
Class 12	<u>American Workplace Culture</u> Learn about and discuss cultural differences in the American workplace
Class 13	<u>Time Management and Dependability</u> Learn about time management techniques



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Class 14	<u>Planning Your Career</u> Think about future possibilities for your career.
Class 15	<u>Final Wrap Up</u> Review and practice skills and concepts you learned in this course