



## Session 9

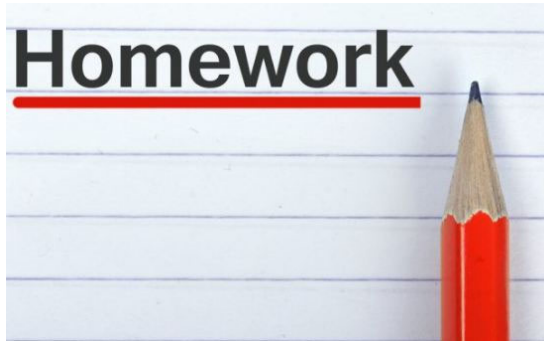
### Optional Session

Greet people by name, Shake hands as people come into the room.

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1. Flipchart
2. Markers
3. Index cards with matching pairs, Salt and Pepper, Mickey and Minnie
4. Tape
5. Safety Officer as visitor
6. Safety Policy handout
7. Workplace Culture handout
8. Safety checklist



Your thoughts on Graduation

If you use this session you might not have homework because the final session was graduation. Change or delete the slide

## Ice Breaker



**Salt and pepper:** Come up with pairs of things like salt and pepper, sun and moon, shoe and sock etc. put them on an index card (you can use pictures)  
Ask each person to draw and index card. Ask the group to stand up and move around the room to find the person that is the best match/pair to their card. When they find their partner, they should pick up all their materials and sit with their partner for the day.

Safety items would work great here



### **Handout Workplace Culture Policy and Safety Policy**

Review the policies with the group

**Ask** – What is workplace culture:

- Workplace culture is the environment that you create at work. ... It is the mix of your organization's leadership, values, traditions, beliefs, interactions, behaviors and attitudes that contribute to the emotional and relational environment of your workplace
- What is the culture of your organization

**Ask** – What is honesty and what does it look like in your organization?

**Ask** – What does integrity mean and what does it mean in your organization?

**Ask** – What is a safe work environment?

Can you find these word in your organizations Mission Vision and Value? Honesty, safety and integrity are key to most organizations mission – Review Mission/Values on wall and find Honesty. Find Integrity in the phases.



<https://youtu.be/ADdkANLRUMQ>

Watch the video and discuss integrity  
Corn field  
Pizza Parlor  
Best Buy

## Thought for the Day

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INTEGRITY  
IS DOING THE  
RIGHT THING.  
EVEN WHEN  
NO ONE IS  
WATCHING.

C.S. LEWIS

Each class will have a thought for the day. Share the thought for the day and ask the group what it means to them. Share what it means to you. You can change the thought for the day if you have one that fits better for you.

SAFETY AT THE WORKPLACE



**Activity: Invite Safety Officer into class to talk about plant safety**

Have participants interview safety officer/supervisor. Hand out cards with Questions on them.

Pass out a safety checklist if your organization has one

Discussion: Health and safety is the bottom line –

**Ask** - Why is this important to your organization? or Any place of employment?

**Ask** - Why is it important to follow the policies and procedures?

**Ask** – How unsafe behaviors affect them? *Connect everything in this conversation to the M/V/V – it is all connected.*

**Ask** - What if you see a rug/mat on the floor with the edges rolled creating a trip hazard? What would you do?

**Ask**- What if you lost track of time and go back to work 10 minutes later than you are supposed to? Is this a theft of time? What would you do?

**Get examples of safety hazards to watch for. Tour organization. As you tour ask people what they would do about specific things they see. Below are examples from MDI you should insert your own examples.**

Rolled rugs



Water spilled on the floor  
Clips or paper on the floor  
Wet floors  
Not performing exercises  
Messy work area



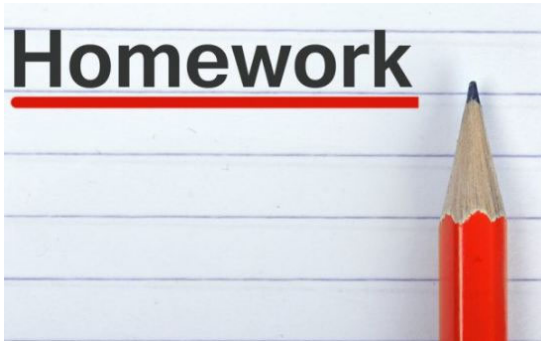
Discuss how your organization handles emergencies like fire and weather emergencies.

This will be different for each organization you go to. When you get a job you will learn about the organization culture and safety policies.

Ask - can anyone talk about safety policies in organization you have worked in the past. Trainer should share examples.

## Homework

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- Practice safety everywhere you go
- Pay attention to different safety procedures
- Think of a time when you demonstrated integrity

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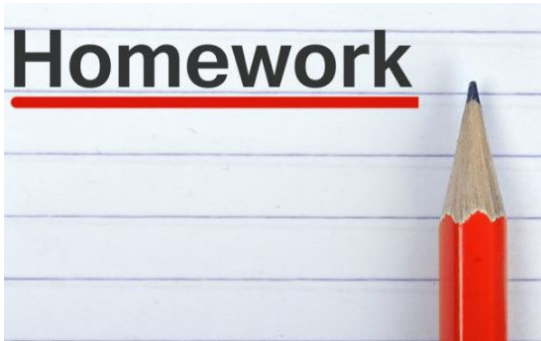
## Session 10

### Optional Session

Greet people by name, Shake hands as people come into the room.

## Homework

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- Practice safety everywhere you go
- Pay attention to different safety procedures
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## Ice Breaker

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Share a story of integrity



Share a story of integrity

- Step 1: Build a Resume
- Step 2: Apply for Job
- Step 3: Interview
- Step 4: Use Career Skills you have learned



"Congratulations! You're getting much closer to the actual job interview!"

We will take a closer look at each step

**Step One: Build a Resume**

**Step Two: Apply for Job**

**Step Three: Interview**

**Step Four: Accept and Use Career 101 Skills you have learned**





- Think like an employer.
- Networking is key – Expand your social network!
- Volunteering is as good as a job. Add it to your resume.
- A resume is what gets you in the door. Getting in the door is only 1/3 of the work!
- Your resume must have **KEY WORDS, ACCOMPLISHMENT STATEMENTS, and SHOW VALUE.**
- Don't use the resume templates you find on line. Algorithms can't read them.
- Ask employer if they have a paper application if you wish.
- If possible, have someone review your application.
- Use your work experiences as headings, not position titles you have had.
- List employers 1<sup>st</sup>...then dates you worked there.
- Use professional language.
- Don't use "I" or "responsible for" words. Start with action verbs.
- Include military, memberships and certificates on your resume.
- References:
  - Generally don't list on application
  - Check with people before using their personal information
  - Bring a copy to interview

[Your Name]

[Street Address] | [City, ST ZIP Code] | [Phone] | [Email]

Objective

[To replace tip text with your own, just select a line of text and start typing. For best results when selecting text to copy or replace, don't include space to the right of the characters in your selection.]

Education

- [School Name, City, State]
- [Degree] | [Date of Graduation]
- [Major]
- [You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.]

Experience

[Date From] - [To]  
[Job Title] | [Company Name] | [Location]

[This is the place for a brief summary of your key responsibilities and most notable accomplishments.]

[Date From] - [To]  
[Job Title] | [Company Name] | [Location]

[This is the place for a brief summary of your key responsibilities and most notable accomplishments.]

Awards & Acknowledgements

- [Don't be shy - list the acknowledgments you received for a job well done.]

Make it simple:

- Objective
- Education
- Experience
- Awards

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What else?

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Certification  
Volunteer experiences  
Special Skills – Welding  
?

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# Sample Resume

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Add your own sample



Sample Resume

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Page 20




Add your own sample



Sample Resume

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Page 21



Add your own sample



### Finding a job

Research employer – examine their website – know the mission products, services – what are they most proud of?

How will your strengths help their mission

Does our elevator speech match their mission?

Bring letters of recommendation for previous employer

Know where you are going - location

Be early

Is there pre-work to be done

Remember you are interviewing them as much as they are interviewing you

- Think like an employer.
- Networking is key – Expand your social network!
- Volunteering is as good as a job. Add it to your resume.
- A resume is what gets you in the door. Getting in the door is only 1/3 of the work!
- Your resume must have KEY WORDS, ACCOMPLISHMENT STATEMENTS, and SHOW VALUE.
- Don't use the resume templates you find on line. Algorithms can't read them.
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**We will do this activity as a group. Facilitator will read the question and call on people to answer. Ask if other have a different answer and have a conversation about how to answer the questions.**

### **Activity: Practice Interview Speed Interviewing**

Trainer distribute speed interview questions.

Half room on one side of table, other stay seated.

With a partner, practice telling each other what your dream job is.

Ask the questions on hand out. Each person picks one (30 -45 seconds). Then move to next share (See Speed Interview Questions)

Speed Interview Question Activity: Session 11

**Tell me something about yourself that others may be surprised to know about you?**

**Why should I hire you?**

**Why do you want to work here?**

**What skill would you like to be better at? Why?**

**What does work ethic mean to you?**

**If there were something in your past you were able to go back and do differently, what would that be?**

**Tell me your biggest success story?**

**What is your ideal position and**

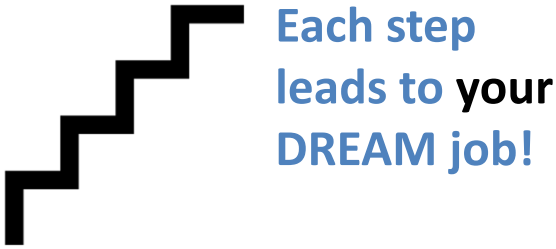
What skills have you learned in class that will help you get a job?



<https://www.youtube.com/watch?v=6wC2DqFJ7UE&feature=youtu.be>

Generate a list of skills learned in class that will help people to get their dream job. Have a list of the class topics. Ask them how this will help them?

Watch Mrs Doubtfire video

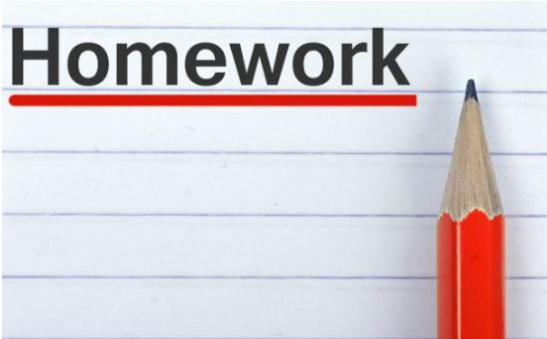


Each step  
leads to **your**  
**DREAM job!**

Page 25

**MDI**  
Manufacturing | Packaging | Services  
With Purpose.

Trainer should add examples of job and the steps it takes to get there.



Text

If you are continuing classes add your homework assignment here.