

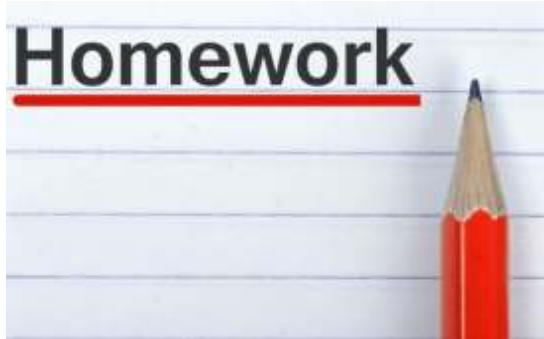


Session 9 Optional Session

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

Hide this slide

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



Page 4

MDI
Manufacturing, Technology, Innovation,
Leadership

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 an 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

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

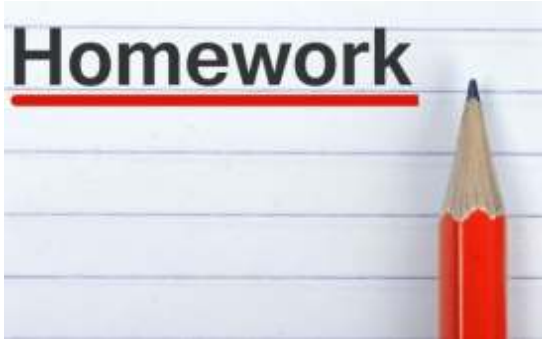


Discuss how your organization handles emergencies like fire and weather emergencies.

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



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

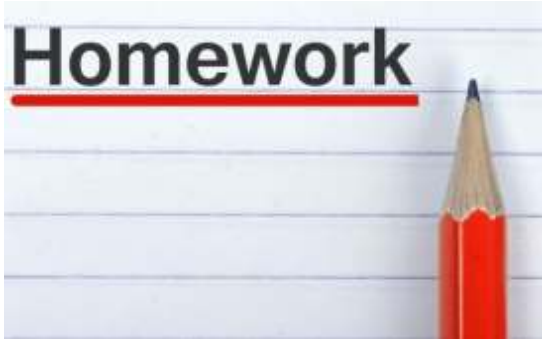
If you use this session you might not have homework because the final session was graduation. Change or delete the slide



Session 10 Optional Session

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

Homework



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

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

Ice Breaker



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



© 2011 Ted Goff www.tedgoff.com
"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

Building a Resume



- 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 1st...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]

Use the following only as a guide to format your resume.

Objective

[It is common to begin with your name, just above a line of text and then follow with "I am seeking a position in the field of...". You should include your name, address, phone number, and e-mail address in your objective.]

Education

- School Name, City, State
- Degree (Year of Graduation)
- Major
- GPA (Only include if you have a 3.0 or higher or unless otherwise specified)

Experience

Start with the most recent job first.

[Job Title] (Company Name) (Location)

[This is the job title of a position you held as a responsibility or administrative position.]

Start with the most recent job first.

[Job Title] (Company Name) (Location)

[This is the job title of a position you held as a responsibility or administrative position.]

Awards & Acknowledgments

- List any awards for achievement or recognition in your field.

Make it simple:

- Objective
- Education
- Experience
- Awards

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

What else?

Certification
Volunteer experiences
Special Skills – Welding
?

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

Sample Resume

Add your own sample

Sample Resume

Add your own sample

Sample Resume

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.
- 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 1st...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



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

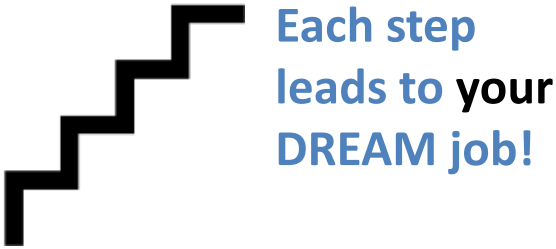
What skills have you learned in class that will help you get a job?



<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

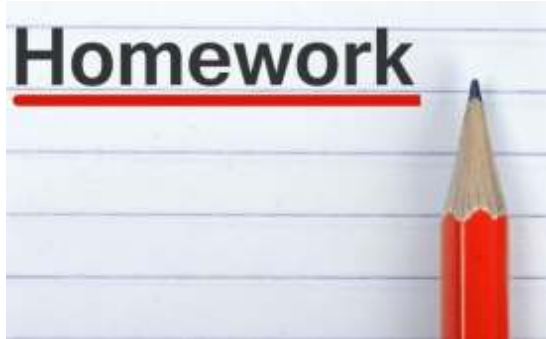


Each step
leads to **your**
DREAM job!

Page 25

MDI
Manufacturing, Technology, Business
and Programs

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.