

Table of Contents

Vocational Connections

Unit 1: My Life, My Choices

Module Overview.....	1
Lesson 1: Discovering Me {Overview}	2
Part 1: The Road to Now.....	3
Part 2: Maps, Detours, and Destinations.....	6
• Activity 1:1.1	8
Instructor Notes and Suggestions.....	10
Lesson 2: Understanding My Learning Style {Overview}	11
Part 1: Trying Something New.....	12
• Activity 1:2.1.....	14
Part 2: Discovering My Learning Style.....	15
• Activity 1:2.2	18
• Activity 1:2.3.....	25
Instructor Notes and Suggestions.....	32
Lesson 3: My Ideal Job {Overview}	33
Part 1: Picture Perfect.....	34
• Activity 1:3.1.....	36
Part 2: Ideal Conditions for Employment.....	38
• Activity 1:3.2	40
Instructor Notes and Suggestions.....	41
Lesson 4: Self-Advocacy {Overview}	42
Part 1: What is Self-Advocacy?.....	43
• Activity 1:4.1.....	46
Part 2: Speaking Up for My Needs.....	48
• Activity 1:4.2	51
Instructor Notes and Suggestions.....	53

Table of Contents: Continued

Unit 1: My Life, My Choices

Lesson 5: Making Informed Choices {Overview}	55
Part 1: Pick a Side.....	56
• Printable Posters.....	58
Part 2: My Career Choice.....	61
• Activity 1:5.1	63
Instructor Notes and Suggestions.....	64
Lesson 6: Problem Solving {Overview}	65
Part 1: Don't Get "Floored" By Problem Solving.....	66
Part 2: Solve It With Steps.....	68
• Problem Solving Scenario Cards.....	70
• Activity 1:6.1.....	71
Instructor Notes and Suggestions.....	72

Table of Contents: Continued

Unit 2: Avenues to Adulthood

Module Overview.....	73
Lesson 1: How Will Work Impact My Life? {Overview}	74
Part 1: Finding My Balance.....	75
• Activity 2:1.1.....	79
Part 2: The Feather or the Rock.....	80
• Activity 2:1.2	83
Instructor Notes and Suggestions.....	85
Lesson 2: Following Instructions and Workplace Rules {Overview}	86
Part 1: Yes, No, Maybe So.....	87
Part 2: Written and Unwritten Rules in the Workplace.....	90
• Activity 2:2.1	94
• Activity 2:2.2.....	96
Instructor Notes and Suggestions.....	97
Lesson 3: Time Management: Making it All Work {Overview} ...	98
Part 1: Time is Money: How Do You Spend Yours?.....	99
• Activity 2:3.1.....	101
Part 2: My Weekly Schedule: Making it All Fit.....	102
• Activity 2:3.2	104
Instructor Notes and Suggestions.....	106
Lesson 4: Who's On My Team {Overview}	107
Part 1: Who Supports Me?.....	108
• Activity 2:4.1.....	111
Part 2: Creating My Resource List.....	113
• Activity 2:4.2	115
Instructor Notes and Suggestions.....	116

Table of Contents: Continued

Unit 2: Avenues to Adulthood (cont.)

Lesson 5: Documents for Work {Overview}	117
Part 1: Personal Employment Data.....	118
• Activity 2:5.1.....	119
Part 2: What Forms of Identification Do I Need?.....	121
• Activity 2:5.2.....	122
Instructor Notes and Suggestions.....	124

Lesson 6: My Rights and Responsibilities as a Citizen and Worker {Overview}	125
Part 1: Rights and Responsibilities as a Student.....	126
• Activity 2:6.1.....	128
• Rights and Responsibilities Sorting Cards.....	129
Part 2: Rights and Responsibilities in the Workplace.....	131
• Activity 2:6.2.....	133
• Activity 2:6.3.....	134
Instructor Notes and Suggestions.....	140

Table of Contents: Continued

Unit 3: Think It, Say It, Feel It

Module Overview.....	142
Lesson 1: Developing Self Esteem {Overview}	143
Part 1: Monsters and Champions.....	144
• Activity 3:1.1.....	147
Part 2: “Champion Talk” with a Plan.....	149
• Activity 3:1.2	151
Instructor Notes and Suggestions.....	153
Lesson 2: Self-Awareness {Overview}	154
Part 1: Two Sides to Every Coin: Feel it, Show it.....	155
• Activity 3:2.1.....	157
Part 2: Facial Expressions and Body Language.....	159
• “Facial Expression Charades” Cards.....	160
Instructor Notes and Suggestions.....	163
Lesson 3: Listening Skills {Overview}	164
Part 1: The Telephone Game.....	165
Part 2: Active Listening.....	167
• Activity 3:3.1	170
Instructor Notes and Suggestions.....	173
Lesson 4: Giving and Providing Feedback {Overview}	174
Part 1: What is Feedback?.....	175
Part 2: How to Give and Receive Feedback.....	178
• Feedback Scenario Cards.....	183
Instructor Notes and Suggestions.....	184

Table of Contents: Continued

Unit 3: Think It, Say It, Feel It (cont.)

Lesson 5: Understanding the Needs of Others {Overview}	185
Part 1: Understanding the Needs of Others.....	186
• “Sum it Up and Trade” Cards.....	188
Part 2: Understanding the Needs of a Job.....	190
• Sample Jobs Postings.....	193
• Activity 3:5.1	197
Instructor Notes and Suggestions.....	199

Lesson 6: Creating Questions that Lead to Conversations {Overview}	201
Part 1: Closed and Open-Ended Questions.....	202
• “Open It Up” Prompt Cards.....	205
Part 2: Questions in the Workplace.....	206
• Activity 3:6.1.....	208
• Activity 3:6.2.....	209
Instructor Notes and Suggestions.....	211

Lesson 7: Building Trust {Overview}	212
Part 1: Who Do You Trust?.....	213
• Activity 3:7.1.....	215
Part 2: Building Trust in the Workplace.....	216
• Activity 3:7.2.....	219
Instructor Notes and Suggestions.....	220

Table of Contents: Continued

Unit 4: Developing Community Connections

Module Overview.....	221
Lesson 1: Networking in My Community {Overview}	222
Part 1: What is Networking?.....	223
• Activity 4:1.1.....	226
Part 2: Building Stronger Community Relationships.....	228
• Activity 4:1.2.....	231
Instructor Notes and Suggestions.....	234
Lesson 2: Exploring the Community Connection {Overview} ...	235
Part 1: What Types of Jobs Are in My Community?.....	236
• Activity 4:2.1.....	238
Part 2: Community Resources.....	251
• Activity 4:2.2.....	253
Instructor Notes and Suggestions.....	258
Lesson 3: Exploring the Community Through Social Media {Overview}	259
Part 1: Social Media and Me.....	260
• Reference Sheet.....	262
Part 2: Making Community Connections Through Social Media.....	263
• Activity 4:3.1.....	266
Instructor Notes and Suggestions.....	267
Lesson 4: Putting My Networking Skills to Work {Overview}	268
Part 1: The Three ‘P’s’ of Networking.....	269
• Activity 4:4.1.....	271
• Network Scenario Cards.....	273
Part 2: Following Up With a Thank-You Note.....	274
• Activity 4:4.2.....	275
Instructor Notes and Suggestions.....	276

Table of Contents: Continued

Unit 5: The Road to Employment

Module Overview.....	277
Lesson 1: Journey to a Job {Overview}	278
Part 1: Where Do I Start?.....	279
• Activity 5:1.1.....	281
Part 2: The 5 Steps to Getting a Job.....	282
• Activity 5:1.2	285
Instructor Notes and Suggestions.....	286
Lesson 2: Building My Resume {Overview}	287
Part 1: What Are My Skills?.....	288
• Activity 5:2.1.....	292
• Activity 5:2.2.....	294
• Activity 5:2.3.....	295
Part 2: Resume and Cover Letter Writing.....	296
• Activity 5:2.4.....	300
Instructor Notes and Suggestions.....	301
Lesson 3: Creating My Portfolio {Overview}	302
Part 1: What is a Portfolio and What Goes in It?.....	303
• Activity 5:3.1.....	305
Part 2: Gathering Materials for My Portfolio.....	306
• Activity 5:3.2	308
Instructor Notes and Suggestions.....	312
Lesson 4: Learning the Parts of an Application {Overview}	314
Part 1: Learning the Parts of an Application.....	315
Part 2: Online Applications.....	317

Table of Contents: Continued

Unit 5: The Road to Employment (cont.)

Lesson 5: Preparing for the Interview {Overview}	318
Part 1: The Interview Process: Before, During, and After.....	319
• Activity 5:1.1.....	322
Part 2: Mock Interviews and Thank-You Notes.....	323
• Mock Interview Question Cards.....	325
• Activity 5:5.2.....	327
Instructor Notes and Suggestions.....	328

Table of Contents: Continued

Unit 6: The Road to Employment

Module Overview.....	329
Lesson 1: Preparing for the Workplace {Overview}	330
Part 1: What Are My Expectations About the Workplace?.....	331
Part 2: Dealing With My Concerns.....	333
• Activity 6:1.1	335
Instructor Notes and Suggestions.....	337
Lesson 2: Understanding Employer Expectations {Overview}..	338
Part 1: What is Professionalism?.....	339
Part 2: Employer Expectations.....	341
• Activity 6:2.1.....	344
• Activity 6:2.2.....	345
Instructor Notes and Suggestions.....	346
Lesson 3: Preparing for My Work Day {Overview}	347
Part 1: Getting Ready For Work.....	348
• Activity 6:3.1.....	350
Part 2: Transportation to Work.....	351
• Activity 6:3.2	353
Instructor Notes and Suggestions.....	354
Lesson 4: Preparing for Emergencies and Unexpected Events {Overview}	355
Part 1: Acceptable Reasons to Miss Work.....	356
• “OK” and “NOT OK” Posters.....	358
Part 2: What Should I Do If.....	360
• Activity 6:4.1.....	362
Instructor Notes and Suggestions.....	363
Lesson 5: Safety in the Workplace	364
Part 1: What is a Safety Hazard?.....	365
Part 2: Spotting Safety Hazards in the Workplace.....	367

Table of Contents: Continued

Unit 7: Long Term Success at Work

Module Overview.....	368
Lesson 1: Being a Team Player {Overview}	369
Part 1: What Does it Mean to be a Team Player?.....	370
Part 2: Team Player Map.....	372
• Activity 7:1.1	373
Instructor Notes and Suggestions.....	374
Lesson 2: Communicating and Developing Work Relationships {Overview}	375
Part 1: Developing Relationships at Work.....	376
• Activity 7:2.1	378
Part 2: Communicating with Employees and Employers.....	381
• Activity 7:2.2.....	384
• Activity 7:2.3.....	386
Instructor Notes and Suggestions.....	389
Lesson 3: Developing Good Customer Service Skills {Overview}	391
Part 1: Customer Service Face to Face.....	392
• Activity 7:3.1	395
Part 2: Customer Service Over the Phone.....	397
• Activity 7:3.2	399
Instructor Notes and Suggestions.....	401
Lesson 4: Managing Stress {Overview}	402
Part 1: Identifying My Stress Triggers.....	403
• Activity 7:4.1	405
• Managing Stress Role Playing Cards.....	407
Part 2: Managing My Stress Triggers.....	408
• Activity 7:4.2.....	410
Instructor Notes and Suggestions.....	411

Table of Contents: Continued

Unit 7: Long Term Success at Work (cont.)

Lesson 5: Decision-Making Skills {Overview}	412
Part 1: Decision-Making Skills.....	413
• Activity 7:5.1.....	415
Instructor Notes and Suggestions.....	418