

WEEK ONE

- I. **Review/Sign Job Club Agreement**
(Discuss Job search logs and Work Tax Credit (WTC))
- II. **Complete Intake**
- III. **2-minute elevator speech (tell us who you are)**
- IV. **Getting Out and Staying Out**
 - Transition: Change from prison to community
 - Mindset
 - Expectations
 - Setting goals
 - Attitudes
 - Being prepared
- V. **Barriers: Internal & External**
 - Identify barriers: **(Group Project using flip chart)**
 - How to address these barriers **(Discussion)**

Assignment: Bring back completed application to submit for Week 2

****10:15:** Guest speaker: Ex-offender to talk about transitions and barriers

WEEK TWO

I. Are you prepared to look for a job?

- Intro: **(Sponge Bob video)**
- How to prepare for job search
- Review of Soft skills **(Group project using flip chart)**
(ie. Cover tattoos, wear button shirts ect...)

II. Assessment: Why is it needed?

- Administer paper O'Net **(Class participation)**
- Score test: Explain/Find personal Holland Code
 - Connect results to:
 - Job search
 - Educational opportunities & training
 - culinary program
 - YouthBuild
 - FEC
 - KCCC-HEART program
 - Non-traditional employment for Women
 - Apprenticeships
 - Others?

II. Other assessments:

- Work Keys
- TABE
- Others?

II. Career trends in Missouri

III. Careers that prohibit felons

IV. Self-employment

Assignment: Complete resume format worksheet to submit for Week 3

****10:15:** Guest speaker: Representative from Missouri Career Center

WEEK THREE

I. Effective Job search:

- The importance of getting up, developing a routine
- What are your job search habits (**list on flip chart**)
- What do you need to consider when you job seek? (**List on flip chart**)
- Employment assistance/community resources
 - **See if group can identify available resources on flip chart**

II. Application

- Review/discuss completed application
 - Felony question
 - Leaving blanks
 - Other common mistakes (**Group list on flip chart**)

III. Resume

- Functional/chronological resumes: advantages/disadvantages
- Work history or lack thereof: how to fill in the gaps
- Identify references
- Complete resume builder on computer in class (**Group project, work in pairs**)

Assignment: Submit a completed resume to USPO.

I. Interviewing Techniques

- Video: **Step Brother's video**
- Discuss the importance of :
 - Presentation
 - Appearance
 - Body Language (**What else is important: Group discussion/flip chart**)

II. The Felony Question

- How to answer this question
- Write/Practice 3-minute drill

III. Employer Perspective (Guest speaker)

IV. Mock Interviews (Participation required)

V. Review/Questions

VI. Wrap up

VII. Award of Certificates

**Guest speaker: Employer who will talk about what they look for in an employee.