Workplace Success Skills Curriculum with Objectives

* Goal Setting
  + Objectives:
    - Create a Personal Vision Statement that will be utilized for the entirety of the program
    - Creating SMART Goals
    - Implementing Goals
* Team Building
  + Objectives:
    - Advanced Manufacturing Industry Norms
    - Successful Team Development
    - Resolving Team Conflict
* Stress Management
  + Objectives:
    - Coping Behaviors and Health Concerns
    - Stress Management
    - Laughing Yoga
* Time Management
  + Objectives:
    - Aspects of Time Management
    - Evaluating Time Usage
    - Time Management Tips
* Communication
  + Objectives:
    - Building Self-Confidence
    - Asking Good Questions
    - Listening Skills
* Critical Thinking
  + Objectives:
    - Characteristics of Critical Thinkers
    - Core Critical Thinking Skills
    - Problem Solving
* Workplace Culture
  + Objectives:
    - Diversity
    - Dealing with Difficult People
    - Safety
    - Accountability
* Job Search
  + Objectives:
    - Creating a Plan
    - References
    - Job Applications
    - Overview of tools to use for job search, MassCIS, Indeed, etc.
* Resume and Cover Letter
  + Objectives:
    - Parts of a Resume
    - Resume Format
    - Cover Letters
    - Creating a Resume for a Specific Job
* Interviewing
  + Objectives:
    - Before the Interview
    - Answering Questions
    - Follow Up
* Long Term Thinking & Planning/Budgeting
  + Objectives:
    - How to create a budget
    - Understanding what you need to survive vs. what you need to live successfully
* Emotional IQ

What we want students to know/have the skills to do once they leave the program:

* Show up on time
* Not talk
* Get job/keep job
* Be successful at work

Implement more:

* Manufacturing videos and weave them into each class
* Hands-on activities
* How to be successful at work
* Weave team building into all

Assessment!!!

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