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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