

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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