

7-LESSON PROGRAM PLAN

<p>LESSON 1 Self Assessment</p>	<p>Identifying strengths and skills– online activity Exploring careers Identifying strengths and skills- Matching skills to careers Career aspirations Resume Builder part 1</p>
<p>LESSON 2 Job Search</p>	<p>Finding a job Become a member of the Jobs for Youth Career Hub Choose a job of interest Analyse a job advertisement Resume Builder – part 2</p>
<p>LESSON 3 Applying for a Job (session 1)</p>	<p>Power words and statements Resume Builder – part 3 Resume writing</p>
<p>LESSON 4 Applying for a Job (session 2)*</p>	<p>Understanding terminology in job advertisements Cover letters Workshop resume and cover letter drafts Practise online job application</p>
<p>LESSON 5 Preparing for a Job Interview (session 1)*</p>	<p>Steps to prepare for an interview Prepare responses Interview performance tips Commonly asked interview questions Demonstrate an interview</p>
<p>LESSON 6 Preparing for a Job Interview (session 2)*</p>	<p>Interview etiquette Managing stress in an interview Interview questions Using S.A.O. responses Interview evaluation form</p>
<p>LESSON 7 After the Interview</p>	<p>Interview reflection and feedback review Employer expectations in the workplace Survey</p>

* These lessons may be co-delivered with an industry partner