

Deaf Independent Living Association, Inc. (DILA)
Job Seeking Skills Course Curriculum
“PLATO Learning”

Job Seeking Skills Courses offers 65 hours of instruction with 119 learning activities per course for high school and adult learners. Students spend as little or as much time needed to learn each class.

Young adults with minimal job-seeking experience learn how to identify and apply their individual skills during employment searches. Learners are also challenged to explore job-hunting strategies that will enhance their career potential.

Job Seeking Skills lessons provide realistic, hands-on opportunities for writing resumes, completing applications, and simulating interviews.

1. Understanding Yourself

- a. Self Concept
 - i. You choose your shoes
 - ii. Staying in tune
 - iii. Taking action
 - iv. Messages received from others
 - v. Past Experiences
 - vi. Becoming better every day
- b. Work Related Goals
 - i. Exploring your values
 - ii. Discovering your skills
 - iii. The right job for you
 - iv. Identifying your experiences
 - v. Describing your work experiences

2. Becoming a Winner

- a. Self Defeating and Winning Behaviors
 - i. Take a look at yourself
 - ii. Fear of real and unreal dangers
 - iii. Making choices
- b. Prices and Rewards of Behavior
 - i. Time to try winning
 - ii. Tools to keep self defeating behaviors
 - iii. Pay the price for losing behavior
 - iv. Choosing to win

3. Communication Skills

- a. All About Communication
 - i. Understanding the sender
 - ii. Hitting the target
 - iii. Your personal communication style
 - iv. Keys to communication
 - v. Identifying poor communication patterns
 - vi. Changing your style
 - vii. Learning about yourself
 - viii. Good and poor communication
 - ix. Setting communication goals

4. How to Select and Get a Job

- a. Finding a Job You Want
 - i. Job sources
 - ii. Using job sources
 - iii. Career decisions

- b. Shifting Your Focus
 - i. Selling yourself
 - ii. The effective
 - iii. Parts of a resume
 - iv. Writing a resume
 - v. Writing a cover letter
 - vi. Completing application forms

- c. Interviewing for a Job
 - i. The job search
 - ii. Making a good impression
 - iii. The seven stage interview
 - iv. What interviewers look for
 - v. Handling difficult questions
 - vi. The effective interview
 - vii. Practicing interviews
 - viii. Why interviews are so important
 - ix. The follow up
 - x. Dealing with rejection
 - xi. Accepting an offer

5. Prepare for Job Success

- a. Understanding Relationships
 - i. Important relationships
 - ii. Working relationships
 - iii. Problem solving by cooperative change
 - iv. Healthy relationships
 - v. Evaluating relationships

- b. Winning on the Job
 - i. Pre-assessment
 - ii. Making better job choices
 - iii. Handling job problems
 - iv. Negotiating and waiting it out
 - v. Co-workers
 - vi. Taking orders
 - vii. Post-assessment

- c. Knowing Your Customers
 - i. Serving your customers
 - ii. Finding customer solutions
 - iii. Dealing with feelings