

America Is Hiring

24 HOUR LESSON			
Hour	Textbook	Lesson	Special Directions
1	Chapter 1	JOB SEARCH TOOLBOX	Introduce course outline
2	Chapter 2	CREDENTIALS	Review credentials
3	Chapter 2	EFFECTIVE RESUMES	Discuss Power Words
4	Chapter 2	TYPES OF RESUMES	Review different types of resumes
5	Chapter 3	COVER LETTERS	Discuss types and components of the Cover Letter
6	Chapter 3	REFERENCE LIST	Discuss purpose of References
7	Chapter 4	AMERICAN LABOR MARKET	Review High Demand Occupations
8	Chapter 4	JOB SEARCH JOURNAL & WOW	Discuss purpose of Job Search Journal and WOW principle
9	Chapter 5	JOB SEARCH METHODS	Review Networking, Cold Calling and Recruitment Firms
10	Chapter 5	JOB SEARCH METHODS	Discuss Internet Job Websites, Post resume and Newspaper job ads
11	Chapter 5	JOB SEARCH METHODS	Review Job Fairs, Quiz and Checklist
12	Chapter 6	EMPLOYERS WHO ARE HIRING	Discuss methods to find employers and review list of 50 employers
13	Chapter 7	JOB SEARCH ACTION PLAN	Review purpose of Job Search Action Plan
14	Chapter 8	BARRIERS AND SOLUTIONS	Discuss potential barriers and how students can use solutions
15	Chapter 9	POSITIVE ATTITUDE	Review goals and positive attitude
16	Chapter 10	JOB INTERVIEW	Students pair up to practice interview
17	Chapter 10	JOB INTERVIEW	Role-play in classroom for feedback
18	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	Discuss the purpose of the second and third interview
19	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	Review Pre-employment screening and Reassessment time
20	Chapter 11	JOB INTERVIEW: THE SEQUEL(S)	Discuss five steps in the job search that they can improve on for next time
21	Chapter 12	YOU GOT THE JOB	Review Accept or Decline the job offer
22	Chapter 13	PROMOTION	Discuss the steps to a promotion
23	Chapter 7	JOB SEARCH ACTION PLAN	Review all of the steps in the plan and encourage group discussion that all steps have been completed
24		COURSE SUMMARY	Present certificates to students and optional activity - potluck party