

Career Development -- Curriculum Overview

Course Description:

This 75 hour course is designed to meet the basic educational needs of pre-apprentices and individuals entering the construction and environmental remediation industries. This course challenges students to think about the work environment, issues that may occur, and presents opportunities for trainees to critically think through strategies to handle a variety of personal and professional situations in the workplace. This course also teaches strategies for finding this employment, maintaining employment and succeeding in the workplace. In addition, trainees will also create a resume and cover letter and learn strategies for conducting a comprehensive online and face-to-face multi-industry job search.

Learning Objectives:

Understanding the construction and environmental remediation industries as well as workplace expectations enhances trainees employability and improves their likelihood of sustained employment and career advancement.

At the end of this course, trainees will know how to:

- Identify characteristics that employers expect
- Identify and analyze attributes of various construction and environmental remediation jobs
- Protect the environment by changing personal behavior
- Identify benefits of union membership
- Understand their preferred work and communication styles
- Identify and work with peers/supervisors with different work and communication styles
- Improve interpersonal skills
- Identify sources of conflicts and how to negotiate through conflict to solutions
- Develop measurable and specific time-bound goals
- Develop skills for working within teams
- Reduce absenteeism and tardiness in the workplace by analyzing and understanding the effect on individuals, teams and the employer
- Use critical thinking process models to analyze, brainstorm and identify optimal solutions
- Determine which resume format -- functional, chronological, or mixed -- best matches their skills and experiences

- Create customized resumes for specific job descriptions
- Create cold calling scripts that guide employer phone contacts
- Develop behavior based responses to commonly asked interview questions
- Maintain records of job search information such as phone calls, interviews, resumes, references, etc.
- Use the Internet to conduct keyword job searches
- Network formally and informally, face-to-face as well as online
- Deliver a 30 second "elevator speech"
- Correctly complete a job application
- Guidelines for making and receiving informational phone calls
- Dress appropriately for interviews and at work

Learning Modules:

This course covers a variety of discrete yet related workplace topics and is presented as a number of self-contained workshops, which include discussions, role-plays and various small group activities.

Environmental Justice and You
Exploring the Construction and Environmental Remediation Industry
Effective Communication
Working within a Team
Writing Effective Customized Resumes
Writing Effective Customized Cover and Thank You Letters
Cold Calling Rounds and Telephone Etiquette
Targeted Social Networking
Dressing for Success
Interviewing for Professionals
Job Search Tools and Strategies

Performance Measures:

Demonstration and application of skills learned will be used to assess trainees' knowledge and performance. Trainees will be observed as they work individually and cooperatively to complete workshop assignments, exercises, and role-plays. Trainees will also be guided in assessing each

others' behaviors, where appropriate. Business documents created (resume, cover and thank you letters) will be reviewed by employment specialists.

Books and Materials:

National Center for Construction Education and Research (2004). *Tools for Success: Soft Skills for the Construction Industry*. Upper Saddle River, New Jersey.

Computers with Internet access Microsoft Office Suite

Guest speakers:

CISCO (Construction Industry Service Corporation)

Wilbur Wright College (Instructors from Environmental Technology Degree Program)

Other trade, construction, and environmental remediation guest speakers per availability