

Session Plan

Week 1	Session 1	Find Your Ideal Job - Pt 1 <ul style="list-style-type: none"> Discover your strengths What is assertive thinking
	Session 2	Find Your Ideal Job - Pt 2 <ul style="list-style-type: none"> Discover your core values Understanding your interests
Week 2	Session 3	Find Your Ideal Job - Pt 3 <ul style="list-style-type: none"> Find your purpose and Ikigai Write your purpose statement
	Session 4	Before You Start Looking <ul style="list-style-type: none"> Types of work (F/T, P/T, Casual, etc...) Where to look Employee benefits Workplace culture overview
Week 3	Session 5	Writing A Resume - Part 1 <ul style="list-style-type: none"> Collect information needed to fill in your resume Confidence and presenting strengths
	Session 6	Writing A Resume - Part 2 <ul style="list-style-type: none"> Putting together a resume
Week 4	Session 7	Showing Your Skills <ul style="list-style-type: none"> The STAR method Linking your strengths to the role you're applying for
	Session 8	Writing a Cover Letter <ul style="list-style-type: none"> Introducing your skills to an employer Expressing your strengths
Week 5	Session 9	Submitting An Application <ul style="list-style-type: none"> Electronic communication Following instructions Proofreading Submit a mock application
	Session 10	Job Interviews - Pt 1 <ul style="list-style-type: none"> Recite what happens in a job interview Introduction to professional relationships
Week 6	Session 11	Job Interviews - Pt 2 <ul style="list-style-type: none"> Assertive oral communication Identify specific body language signals
	Session 12	Job Interviews - Pt 3 <ul style="list-style-type: none"> How to prepare for a job interview Listing the things you need for a job interview Appropriate use of humour

Week 7	Session 13	Job Interviews - Pt 4 <ul style="list-style-type: none"> • Assertive communication, body language and professional relationships • Sharing information and starting a conversation • One-on-one conversations - job interview role play
	Session 14	Job Interviews - Pt 5 <ul style="list-style-type: none"> • Assertive communication, body language and professional relationships • Body language and maintaining conversation • Have a multiple person conversation (3 or more people)
Week 8	Session 15	After The Interview <ul style="list-style-type: none"> • What to expect, what to do and what not to do • Professional relationships • Appropriate interaction and language • Write a thankyou note to the interviewer
	Session 16	The Decision <ul style="list-style-type: none"> • How to handle successful and unsuccessful applications • How to say or accept no
Week 9	Session 17	Your First Day - Pt 1 <ul style="list-style-type: none"> • How to prepare • Assertive communication • Introducing yourself, asking questions
	Session 18	Your First Day - Pt 2 <ul style="list-style-type: none"> • What to expect • Professional relationships • Entering group conversations
Week 10	Session 19	Expectations - Pt 1 <ul style="list-style-type: none"> • Behaviour (OH&S, etc...) • Dealing with conflict • Exiting conversations • Appropriate and inappropriate workplace behaviour
	Session 20	Expectations - Pt 2 <ul style="list-style-type: none"> • Performance • When and how to say no in the workplace
Week 11	Session 21	Support In The Workplace <ul style="list-style-type: none"> • Internal support and external support • Bringing up a disagreement/handling a disagreement
	Session 22	Resigning From A Job <ul style="list-style-type: none"> • Helpful and unhelpful thoughts • Write a resignation letter
Week 12	Session 23	Recap - Part 1 <ul style="list-style-type: none"> • Applying for a job
	Session 24	Recap - Part 2 <ul style="list-style-type: none"> • Working in a job