



Signal Success Career Readiness Curriculum for ESE HQCCP Initiative



Course Overview		Relevant Massachusetts Focus Standard	
<p>10 Modules (10-20 lessons) Key Learning Objectives: Students will be able to:</p> <ul style="list-style-type: none"> Approach internships and work based learning with a focus on learning and growth. Identify and exhibit professionalism and essential employability skills. Apply their strengths and emerging professional strategies to problem-solve workplace challenges. <p>Common Core College and Career Readiness Anchor Standards:</p> <ul style="list-style-type: none"> Reading- 1. Reading for meaning and inferences; citing textual evidence Speaking & Listening- 1. Clear expression in conversation and collaborations. 	<p>MA Career Development Education (CDE) Benchmarks: Learners will develop and demonstrate:</p> <ul style="list-style-type: none"> A2: Communication and literacy skills for self-advocacy and presentation PS-1: Attitudes, behaviors and skills that promote self-knowledge, personal responsibility and self-direction PS- 2. Attitudes, behaviors and interpersonal skills to work with others PS- 4 Behaviors, attitudes, and skills that foster respect for diversity W-1. Knowledge and skills in the planning and decision-making process W-2: An Exploratory attitude toward self, life and the world of work W-3. Knowledge and skills for employment and advancement. <p>MA Career/ Vocational Technical Education (CVTE) Frameworks:</p> <ul style="list-style-type: none"> Strand 4.B.1.01- Communication in the Workplace – Communicate effectively for a variety of audiences Strand 4.B.1.08- Communication in the Workplace – Identify and demonstrate professional nonverbal communication Stand 4 B 1.2.01-1.2.03- Communication in the Workplace – Demonstrate effective active listening skills Strand 4.C.1- 4.C.6- Work Ethic and Professionalism- Demonstrate attendance and punctuality, proper workplace appearance, responsiveness to feedback, ability to handle conflict, respect for diversity in the workplace, and collegiality. 		
Module	Foundational Lesson	Optional Extension Lesson	
	(all lessons can be delivered in 45-60 minutes) Topic/ Sample Activities		
<p>Module 1- Understanding the Opportunity of Work-Based Learning Key Learning Target:</p> <ul style="list-style-type: none"> I can analyze and discuss opportunities to grow and develop my employability skills. 	<p>Learning from Work What Do You Think: Chandra’s First Weeks (Internship case study –introduces Work Based Learning Plan) Overview of Course and Final Project Team builder with Activity Debrief: Tower of Us Partner and Individual Activity: Understanding WBLP Employability Skills and Learning at Work</p>	<p>Developing a Growth Mindset for the Workplace What Do You Think: Which Quote Do You Connect With? (Learning and Development Quotes) Gallery Walk: Growth Mindset in the Workplace Small Group Activity: Sorting & Improving Mindsets (Internship/ Co-op) Individual Reflection: Working through New Skills</p>	

<p>Module 2- Dependability and Your Best Professional Self WBLP Skill #1 – Attendance and Punctuality Key Learning Target:</p> <ul style="list-style-type: none"> I can identify ways to be dependable and professional. 	<p>Being a Dependable Professional What Do You Think: The Most Professional Person I Know Presentation: Professional Actions and Attire Small Group Activity: Dealing with Unprofessional Behavior Partner and Individual Work: Professionalism Scenarios and Dependability Case Studies</p>	<p>Strategies for Time Management and Dependability What Do You Think: What Would You Do? Small Group Activity: Time Management Styles Activity Presentation: Time Management Strategies Partner Activity: Dependability Dilemma</p>
<p>Module 3- Professional Communication WBLP Skill # 3- Communication Key Learning Target:</p> <ul style="list-style-type: none"> I can demonstrate my understanding of professional communication by using effective nonverbal and verbal techniques. 	<p>Professional and Positive Communication What Do You Think: Nonverbal Communication Group Activity: Tone Activity Small Group Activity: Practice Active Listening Partner Activity: How I Communicate Best</p>	<p>Effective Written Communication At Work What Do You Think: Written Communication Strategies for Written Communication Partner Activity: Make it More Professional Small Group Activity: Writing a Professional Email</p>
<p>Module 4- Communication with Purpose WBLP Skill # 3- Communication Key Learning Target:</p> <ul style="list-style-type: none"> I understand that effective communication requires different strategies for different audiences and goals. 	<p>Effective Communication for Different Audiences What Do You Think: Communication Scenario Strategies for Effective Communication Small Group Activity: Communication by Audience Partner and Individual: What Would You Say? Session Wrap-up connects to WBLP</p>	<p>Addressing Challenging Situations What Do You Think: Root Cause in Conflict Small Group Activity: Exploring Approaches to Conflict Partner and Individual Activity: Effective Self-Advocacy with Colleagues and Supervisors</p>
<p>Module 5- Collaboration for Professionals WBLP Skill #4- Teamwork and Collaboration Key Learning Target:</p> <ul style="list-style-type: none"> I can identify how I work best in collaborative settings and try new strategies to be more effective. 	<p>The Importance of Collaboration & Teamwork What Do You Think: Teamwork Survey Small Group Activity: Teamwork Roles in Specific Work Settings Partner Activity: Exploring the Benefits of Diverse Workplace Teams</p>	<p>Strong Communication and Collaboration for Networking What Do You Think: Networking Case Study Small Group Activity: How Can I Use my Network? Partner and Individual Activity: Making the Pitch</p>
<p>Module 6- Collaborating to Build Relationships and Skills WBLP Skill #4- Teamwork and Collaboration Key Learning Target:</p> <ul style="list-style-type: none"> I can use positive strategies to develop and maintain effective relationships in the workplace. 	<p>Collaborating to Build Effective Relationships What Do You Think: Quote Activity Partner Activity: Analysis of a Workplace Scenario Presentation: Building Positive Relationships Team Builder: Marshmallow Tower</p>	<p>Making the Most of Workplace Mentors What Do You Think: What is a Mentor Small Group Activity: Understanding Leadership and Mentorship Partner Activity: Working with Informal and Formal Mentors</p>

<p>Module 7- Motivation and Feedback WBLP Skill #2- Motivation and Initiative Key Learning Target:</p> <ul style="list-style-type: none"> I know what motivates me in the workplace and I can use critical feedback and evaluations like the MA WBLP to drive my growth. 	<p>Motivation and Workplace Evaluation What Do You Think: What Motivates You Partner Activity: Work Based Learning Plan Case Study Presentation: Workplace Evaluation Group Activity: Evaluating Others: WBLP Scenarios</p>	<p>Giving and Receiving Feedback What Do You Think: Feedback Presentation: Constructive Criticism and Feedback Small Group Activity: Giving and Receiving Feedback: Glows and Grows Method Team Builder and Debrief: Feedback Loop</p>
<p>Module 8- Taking the Initiative and Persevering in the Face of Obstacles WBLP Skill #2- Motivation and Initiative Key Learning Target:</p> <ul style="list-style-type: none"> I take the initiative to contribute positively and approach challenges head on. 	<p>Taking Initiative and Persevering What Do You Think: I relate to this quote because Whole Group Activity: Initiative Scenarios Individual Activity: Quitting was Never an Option Presentation: Resilience and Perseverance Team Builder: Perseverance Challenge</p>	<p>Overcoming Obstacles What Do You Think: A Closer Look at Obstacles Challenge Activity : Journaling Your Obstacles Partner Activity: Next Steps and Action Plans Whole Group Activity: Goal Gallery Walk</p>
<p>Module 9- The Professional Landscape (and how it is different from school) WBLP Skill #6- Workplace Policy, Culture and Safety Key Learning Target:</p> <ul style="list-style-type: none"> I can embrace workplace culture and policies to be safe and successful. 	<p>Safe and Successful at Work Partner Activity: What Employers Value Team builder and Debrief: Hazard Walk-Communicating for Safety Partner and Individual: Advocating to Stay Safe</p>	<p>Workplace Culture What Do You Think: Workplace Behavior Small Group Activity: Workplace Expectations Small Group Activity: Analyzing the Company Partner and Individual Activity: Work Culture</p>
<p>Module 10- Problem-Solving and Finishing Strong WBLP Skill #5- Critical Thinking and Problem-Solving Key Learning Target:</p> <ul style="list-style-type: none"> I can use effective problem-solving and decision-making to make the best impression from my first day through my last. 	<p>Effective Decisions to Showcase Your Most Professional Self What Do You Think: Difficult Decisions Presentation: Effective Decision-Making Whole Group Activity: Responsible Decision-Making Partner Activity: Deciding How Best to Showcase Your Brand (Activity tied to WBLP- employability skills)</p>	<p>Finishing Strong and Looking Beyond What Do You Think: Finishing Strong Case Study Small Group Activity: Problem-Solving Scenarios Small Group: Looking Ahead- Future Decisions Group Activity: Connections Web</p>