



Flexible Pathways Syllabus

Class Description:

This program is designed for seniors whether college or workforce bound. It is designed to help you gain more clarity about your plan for the future and gain the confidence to achieve your goals.

It gives an overview of growing employment sectors in Windham County, throughout Vermont and nationally. You will explore your passions through interest inventories, research, goal mapping, and more. With support from the P3 coordinator and your Multiple Pathways Coordinator, you will identify and apply for specific educational and career opportunities. You will learn optimal practices for applications, resume and essay writing, and interview preparation.

Students who successfully complete this course to the Multiple Pathway and P3 Coordinators' rigorous standards will receive a guaranteed informational interview with an employer of choice in our region and a Windham Work Ready micro-credential. One outstanding senior will receive the Windham Work Ready Scholarship.

Format:

- One 45-minute class session per week presented by P3 Coordinator/Educator
- One homework assignment per week to be completed by the next class.
- Access to Multiple Pathways and P3 Coordinators via email and video conferencing by appointment to offer support and answer questions

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Syllabus

Module 1 – Orientation

P3 Presentation: Brief overview of purpose of workshop, expectations for successful completion.

Student Work: Complete interest assessment. Complete journal entry on a career that interests you and what you are most interested in getting out of this series of workshops.

Module 2 – Turn Your Dreams into Plans

P3 Presentation: How to make your dreams for the future into *plans* for the future.

Student Work: Complete goal mapping activity based on interest inventory, mapping activity, and previous knowledge.

Module 3 – Quality Careers

P3 Presentation: Overview of growing careers in Windham County, throughout Vermont, and nationally

Student Work: Find and research three employers in Southern Vermont that interest you, and complete a journal entry on what you learned about the business.

Module 4 – Finding Jobs and Higher Ed. Opportunities

P3 Presentation: How to research career sectors, occupations within sectors, related entry level careers and/or training opportunities.

Student Work: Research and find an entry level job posting and/or an educational program that relates to your chosen field. Make a written list of application requirements and be prepared to share your findings with the class.

Module 5 – Introduction to Professionalism

P3 Presentation: Basic employability skills, professional body language and appearance, how to present and interact professionally.

Student Work: Identify one aspect of professionalism that you need to work on and complete a “social science experiment”. Look in your closet to find an outfit that could be interview-appropriate. If you are missing certain items like a tie or shoes, etc. write down what you need.

Module 6 – Resume and Cover Letter Basics

P3 Presentation: Learn how to create your first resume and cover letter.

Student: Complete worksheets/activities that lead to draft resume creation.

Module 7 – Stand-Out Resumes and Cover Letters

P3 Presentation: Learn how to make your resume and cover letter stand out from the crowd

Student: Use tips from the lesson to improve your resume and cover letter. Ask two trusted adults for feedback and utilize their edits to create a final, polished resume.

Module 8 – Best Practices for Applications

P3 Presentation: Learn how to fill out job or higher ed. program applications with accuracy. Learn how to ask for references.

Student: Find entry level job posting or higher ed. program. Fill out an application. Ask two adults for feedback and utilize their edits to create a final, polished application. Ask two adults for references.

Module 9 – Interview Basics

P3 Presentation: Learn how to answer common questions you will encounter in most interviews and how to create an elevator pitch.

Student: Fill out common interview questions and elevator pitch worksheet. Work with a partner to practice interviewing. Role-play one student as hiring manager, one as prospective employee, then switch. Be prepared to answer questions and give and receive feedback in class.

Module 10 – “Wow Them” Interviews

P3 Presentation: Learn techniques to stand out from the competition. Learn how to answer behavioral questions utilizing the STAR Method. Find out how to avoid the most glaring mistakes that drive hiring managers and recruiters crazy! Learn how to manage interview stress.

Student Work: Practice!!! Continue to work with at least one partner to practice interviewing utilizing techniques from the previous lesson. Role-play one student as hiring manager, one as prospective employee, then switch. Complete a practice interview with a guidance counselor, teacher, P3 educator or other trusted adult. Be prepared for upcoming mock interviews.

Module 11 – Interview Practice

P3: Conducts “round robin” practice interviews and supervises small group interviews.

Student: Participate and answer questions to the best of your ability. Ask questions and identify things you need to work on to improve. Give constructive peer feedback.

Module 12 – Mock Interview with Volunteer Professionals

P3: Organizes and facilitates mock interview sessions with members of the local professional community. Provides written feedback from mock interviewer(s) to each student.

Student: Participate and answer questions to the best of your ability. Privately watch video of your interview and write a self-reflection journal entry. Write a thank you note to your interviewer.

Module 13 – Advanced Professionalism

P3: Learn about the importance of maintaining a positive attitude, taking initiative, managing conflict, teamwork, and resilience.

Student: Participate in a variety of game-based challenges that highlight 21st c. soft skills. Write a journal entry about what you learned, soft skills you need to improve upon, and the steps you'll take to improve.

Module 14 – Informational Interview with Local Employer

P3: Organizes and facilitates an informational interview with an employer of choice in our region related to student passions and goals.

Student: Participate and answer questions to the best of your ability. Write a thank you note to your interviewer. This could lead to a possible second interview and/or job offer.

Module 15 - Celebration!

- Celebrates course completion with reflection activities, discussion of students' future goals and credential presentation with students and guidance team. Each student will receive a certificate and a P3 hoodie.
- A press release will be sent to various Vermont publications, all Windham County school websites and social media accounts.
- All credentialed students will march on graduation day with a P3 tassel that will be described in the graduation program.
- The scholarship announcement will take place at graduation.