



“My First Job” Lesson Plan

LESSON SEQUENCE

LESSON LOCATION

I. When to Talk – When to Listen

Lesson 1: Controlling Your Emotions	Communications Lesson 1
Lesson 2: Learn to Say: “I Don’t Know”	Communications Lesson 2
Lesson 3: The Fine Art of Listening – Part 1	Communications Lesson 3
Lesson 4: The Fine Art of Listening – Part 2	Communications Lesson 4
Lesson 5: Dealing with Ambiguity	Communications Lesson 5
Lesson 6: Take Advice and Make Results	Communications Lesson 6
Lesson 7: Giving & Receiving Criticism	Communications Lesson 7
Lesson 8: Learning How to Be Persuasive – Part 1	Communications Lesson 10
Lesson 9: Learning How to Be Persuasive – Part 2	Communications Lesson 11

II. Check the Attitude at the Door

Lesson 1: Adjust Your Attitude	Interpersonal Lesson 1
Lesson 2: Arrogance Has No Place in the Workplace – Part 1	Interpersonal Lesson 2
Lesson 3: Arrogance Has No Place in the Workplace – Part 2	Interpersonal Lesson 3
Lesson 4: Cultural Sensitivity in the Workplace	Interpersonal Lesson 4
Lesson 5: Cultural Awareness: Knowing Not to Cross the Line	Interpersonal Lesson 5
Lesson 6: Corporate Cultures: Learning How to Fit In	Interpersonal Lesson 6
Lesson 7: The Art of Compromise	Interpersonal Lesson 7
Lesson 8: Opportunities Are Created, Not Handed Out: Make Something Out of Nothing	Interpersonal Lesson 8
Lesson 9: The Dos & Don’ts for Email, Texting & Cell Phones	Social Media Lesson 2

III. Beginning the Job Search

Lesson 1: Using Informational Interviews to Your Advantage	Job Finding Lesson 1
Lesson 2: The Power of a Cover Letter	Job Finding Lesson 2
Lesson 3: Resume Writing: Part 1	Job Finding Lesson 3
Lesson 4: Resume Writing: Part 2	Job Finding Lesson 4
Lesson 5: Applications Are the First Critical Step – Part 1	Job Finding Lesson 5
Lesson 6: Applications Are the First Critical Step – Part 2	Job Finding Lesson 6
Lesson 7: The 3 “P”s of Acing an Interview: Prepare, Practice, Perform	Job Finding Lesson 7
Lesson 8: Why Should I Hire You? Interviewing for Success	Job Finding Lesson 11
Lesson 9: First Impressions only Happen Once	Job Finding Lesson 10

IV. The First Day on the Job

Lesson 1: Dressing for Success	Job Finding Lesson 8
Lesson 2: Proper Workplace Attendance	On The Job Lesson 1
Lesson 3: Building a Good Relationship with Your Employer	On The Job Lesson 4
Lesson 4: Following Your Instincts in the Workplace	On The Job Lesson 5
Lesson 5: Consistency in the Workplace	On The Job Lesson 13
Lesson 6: Dining Etiquette in the Workplace	Job Finding Lesson 9
Lesson 7: Politics Is a Reality in the Workplace – Part 1	On The Job Lesson 2
Lesson 8: Politics Is a Reality in the Workplace – Part 2	On The Job Lesson 3
Lesson 9: Working Hard or Hardly Working	Job Finding Lesson 12