



## ACTIVITIES

### Exploring attitude in the workplace

Brainstorming ways to overcome a negative attitude to get back on track

### SMART goals development

Setting smart goals and figuring out what steps are necessary to achieve them

### Diversity Bingo

Interacting with other students, exploring the importance of diversity



### Ethical Dilemma

Working together to problem solve different workplace scenarios

### Self-Scenarios

Dissecting situations to challenge attitude and how to react during conflict

### Schedule Me!

Practicing time management using a list of responsibilities over a period of time

### Performance Review Role Play

Acting out situations based upon quality of work and analyzing ethical responses

### Budgeting

Managing finances through a list of assigned financial responsibilities



### Learning Styles Assessment

Discovering the value of various learning styles: visual, auditory, or kinesthetic/tactile

### Plan the Community Event

Utilizing strengths, practicing teamwork, and expanding creativity within a budget

### Problem Solving Scenarios

Handling situations through the seven steps of problem solving

### Let's text!

Practicing professionalism in messaging/communicating in the workplace

## SKILLS

Attitude & Accountability

Career Path & Intellectual Risk-Taking

Appreciation of Diversity & Sense of Belonging

Integrity, Pride in Work, & Professionalism

Independence, Perseverance, Self-Discipline, Self-Respect, & Self-Motivation

Adaptability, Flexibility, Reliability, Responsibility, & Time Management

Emotional Intelligence, Grit, Stress Management, & Work Ethic

Money Management

Willingness to Learn & Information Gathering

Creativity, Initiative, Organization, & Productivity

Critical Thinking, Decision-Making, & Problem Solving

Attention to Detail, Technology Savvy, & Written Communication



### **Listen Hear**

Practicing following instructions and learning the importance of asking questions

### **Leadership Compass Self-Assessment**

Discovering the importance of different leadership styles in the workplace

### **Paper Airplane Contest**

Analyzing the challenges of working with a team and defining leadership roles

Listening Skills & Oral Communication

Empathy & Leadership

Conflict Management, Respect, Self-Advocacy, & Teamwork



### **Employee Handbook Review**

Learning standard workplace policies and why they are important for success

### **Dos & Don'ts of Customer Service**

Practicing the "right" and "wrong" ways to respond to difficult customers

### **Say What?**

Studying the importance of following directions before beginning a task

Code of Conduct & Personal Safety

Customer Service, Managing Others, & Resource Allocation

Following Directions & Meeting Deadlines



### **Make Your Personal Brand Statement**

Analyzing self to discover prominent skills and the best way to showcase them

### **Write a Resume**

Updating/creating a professional resume with required information to be set apart

### **Drafting Professional Documents**

Creating a cover letter, reference page, and a thank you note

### **Job Searching**

Searching for jobs online and overcoming the difficulties of the job search process

### **Complete an Online Application**

Using ProjectIndy.net to apply for local jobs and utilizing it as a resource

### **Create an Elevator Pitch**

Practicing how to speak about your best qualities and goals in a short period of time

### **Interview Development & Mock Interviews**

Brainstorming answers to commonly asked interview questions then participating in mock interviews with local employers

Personal Branding

Resume Writing

Portfolio Building & Professional Documents

Job Search

Online Applications

Networking

Interviewing & Mock Interviews

Visit **JOBREADYINDY.ORG** to learn more and connect.