



Workplace & Internship Readiness Course

Giving Students Essential Employability & Soft Skills

Soft Skills For Today's Students

Many jobs today require technical skills and knowledge, but soft skills are also essential across all industries, requiring traits such as excellent listening and speaking skills and the ability to think creatively. With the impact of technology on our daily lives, many students are using messaging apps to communicate through which often leave these essential soft skills pushed to the side. However, making sure that students practice and improve these skills can be what set them apart from other candidates when it comes to submitting employment applications, as recruiters are on the lookout for evidence of them.

College & Career Readiness through Work-Based Learning

School districts across the U.S. are focused on preparing students to be college or career ready. In doing so, this often means finding students opportunities for hands-on work experience. This experience could include helping them meet required service hours or offering internship or apprenticeship opportunities. Work-based learning gives students the ability to explore a variety of career fields, strengthen employability skills, and can set the stage for stronger performance in college if they decide to go that route.

Perkins V Requirements

Many districts are also interested in adhering to *The Strengthening Career and Technical Education for the 21st Century Act (Perkins V)*, which promotes closer ties between schools and industry. Local applications for Perkins V funding must describe the opportunities schools plan to provide to students who participate in CTE programs and how they will work with employers to develop or expand work-based learning options.

Overcoming Employability & Soft Skill Gaps

Corporations and industry partners are often excited to extend internships to schools and students because it gives them a chance to attract young adults to join their company in the future, as well as knowing needed skills are taught before employment. However, companies often have several concerns about offering these possibilities to schools or students. These concerns often include: Will students show up late, act or dress inappropriately, be tied to their cell phones, or be unsafe?

Allowing students to learn workplace expectations and appropriate behaviors will not only help the corporations you're

5 Course Benefits

- Student develop essential soft skills
- Student are better prepared to enter the workplace
- Districts meet requirements of Perkins V
- Schools provide businesses with students that come consistently prepared
- Districts develop, grow, and strengthen business partnerships

working with, but it will help students feel more confident before they begin. Strong soft skills also ensure a productive, collaborative, and healthy work environment.

Strengthening Community and Business Partnerships

As districts begin building their network of business contacts, providing students who come consistently prepared with the basic workplace essentials and soft skills necessary, will strengthen your relationships with partner organizations. Offering a course that best prepares students will enable you to grow your network to provide a large variety of career-field options for your students.

Course Topics

The course is a semester-long or approximately 60 hours in length, focused on employability and soft skills, and will cover the following key concepts:

Course Concepts	Course Units Topics
Critical thinking and decision making	Know Yourself
Multi-generation collaboration	From Classroom to Employment
Effective oral and written communication	Workplace Behavior
Time management and prioritization	Communicating at Work
Being adaptable, resilient, ethical, and empathetic	Teamwork Makes the Dream Work
Responsible use of social media	Managing Your Money
Appropriate dress and hygiene	Safety-on-the-Job
Managing the first paycheck and beyond	Bring it Altogether

Instructional Supports

Employability concepts will come to life through embedded videos, compelling imagery, and diagrams. They will give students the ability to see firsthand what they might experience in a business meeting or on the job. Other elements, including interactive features, such as meaningful visuals, special-interest boxes, and activities, will not only engage students but will help them learn at their own pace. Students will also have the option to have a course highlighter and note-taking tool and the ability to translate the course text into one of over 60 languages.

Course Availability and Grade Levels

The *Workplace & Internship Readiness* course is recommended for all students in grades 9-12 to prepare for internship programs or future careers. The course will be available in fall for back-to-school 2020/2021. Schools will have access to the course through the CTE and Career Library, or they can purchase it as a single course.

Contact Us to Learn More

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