

Table of Contents



INTRODUCTION	1	Activities	25
Basic Information About the Course	1	Homework/Outside Assignments	28
Course Objectives	2	Discussion and Quiz Questions	28
Major Themes of This Curriculum	3	Transparency Masters	29
How Each Session Is Organized	4		
Required Student Books	5		
Suggestions for Effective Presentation of the Curriculum	6		
Different Course Lengths	8		
Things You Should Decide or Do Before the Course Begins	9		
Group Techniques	12		
Ordering Student Materials	15		
Required Student Materials	16		
Price Information	16		
Restrictions on the Use of Copyrighted Materials	16		
If You Have a Problem Presenting the Course	16		
Staff Training	16		
Feedback	17		
SESSION 1: COURSE OVERVIEW AND INTRODUCTION	19	SESSION 3: IDENTIFYING YOUR SKILLS	31
Session Overview	19	Session Overview	31
Performance Objectives	19	Performance Objectives	31
Transparencies and Materials Needed	19	Transparencies and Materials Needed	31
Presentation Tips	19	Presentation Tips	31
Activities	20	Activities	32
Homework/Outside Assignments	22	Homework/Outside Assignments	35
Discussion and Quiz Questions	22	Discussion and Quiz Questions	35
Transparency Masters	23	Transparency Masters	36
SESSION 2: AN EMPLOYER'S EXPECTATIONS	25	SESSION 4: DEVELOPING YOUR SKILLS LANGUAGE	38
Session Overview	25	Session Overview	38
Performance Objectives	25	Performance Objectives	38
Transparencies and Materials Needed	25	Transparencies and Materials Needed	38
Presentation Tips	25	Presentation Tips	38
		Activities	39
		Homework/Outside Assignments	42
		Discussion and Quiz Questions	42
		Transparency Masters	43
		SESSION 5: DEFINING YOUR IDEAL JOB	44
		Session Overview	44
		Performance Objectives	44
		Transparencies and Materials Needed	44
		Presentation Tips	45
		Reference Books Presented in This Session	45
		Activities	46
		Homework/Outside Assignments	51
		Discussion and Quiz Questions	51
		Transparency Masters	52



SESSION 6: EXPLORING SPECIFIC JOB

ALTERNATIVES 54

Session Overview 54
 Performance Objectives 54
 Transparencies and Materials Needed 54
 Presentation Tips 54
 Activities 55
 Homework/Outside Assignments 60
 Discussion and Quiz Questions 61
 Transparency Master 62

SESSION 7: EMPLOYER

PRESENTATION 63

Session Overview 63
 Performance Objectives 63
 Transparencies and Materials Needed 63
 Presentation Tips 63
 Activities 63
 Homework/Outside Assignments 64
 Discussion and Quiz Questions 64

SESSION 8: GETTING READY FOR THE

JOB SEARCH 65

Session Overview 65
 Performance Objectives 65
 Transparencies and Materials Needed 65
 Presentation Tips 65
 Activities 66
 Homework/Outside Assignments 70
 Discussion and Quiz Questions 70
 Transparency Master 71

SESSION 9: JOB SEARCH METHODS

THAT WORK 72

Session Overview 72
 Performance Objectives 72
 Transparencies and Materials Needed 72
 Presentation Tips 72
 Activities 73
 Homework/Outside Assignments 77
 Discussion and Quiz Questions 77
 Transparency Masters 78

SESSION 10: MORE JOB SEARCH

METHODS 84

Session Overview 84
 Performance Objectives 84
 Transparencies and Materials Needed 84
 Presentation Tips 84

Activities 85
 Homework/Outside Activities 89
 Discussion and Quiz Questions 89
 Transparency Masters 90

SESSION 11: JIST CARDS® 94

Session Overview 94
 Performance Objectives 94
 Transparencies and Materials Needed 94
 Presentation Tips 94
 Activities 95
 Homework/Outside Assignments 98
 Discussion and Quiz Questions 98
 Transparency Masters 99

SESSION 12: EFFECTIVE TELEPHONE

AND E-MAIL TECHNIQUES 102

Session Overview 102
 Performance Objectives 102
 Transparencies and Materials Needed 102
 Presentation Tips 102
 Activities 103
 Homework/Outside Assignments 106
 Discussion and Quiz Questions 107
 Transparency Masters 108

SESSION 13: COMPLETING

APPLICATIONS AND INTRODUCING

RESUMES 112

Session Overview 112
 Performance Objectives 112
 Transparencies and Materials Needed 112
 Presentation Tips 112
 Activities 114
 Homework/Outside Assignments 116
 Discussion and Quiz Questions 116
 Transparency Masters 117

SESSION 14: ADVANCED RESUMES,

COVER LETTERS, AND THANK-YOU

NOTES 124

Session Overview 124
 Performance Objectives 124
 Transparencies and Materials Needed 124
 Activities 124
 Homework/Outside Assignments 127
 Discussion and Quiz Questions 128
 Transparency Master 129



SESSION 15: INTERVIEWING BASICS ... 130	Transparencies and Materials Needed 155
Session Overview 130	Presentation Tips 155
Performance Objectives 130	Activities 156
Transparencies and Materials Needed 130	Homework/Outside Assignments 158
Presentation Tips 130	Discussion and Quiz Questions 158
Activities 131	Transparency Masters 159
Homework/Outside Assignments 134	
Discussion and Quiz Questions 135	
Transparency Masters 136	
SESSION 16: ANSWERING PROBLEM INTERVIEW QUESTIONS 142	SESSION 19: SURVIVING ON THE JOB AND GETTING AHEAD/PAYING YOUR STUDENT LOANS 165
Session Overview 142	Session Overview 165
Performance Objectives 142	Performance Objectives 165
Transparencies and Materials Needed 142	Transparencies and Materials Needed 165
Presentation Tips 142	Presentation Tips 165
Activities 142	Activities 166
Homework/Outside Activities 144	Homework/Outside Assignments 168
Discussion and Quiz Questions 145	Discussion and Quiz Questions 169
Transparency Masters 146	Transparency Masters 170
SESSION 17: INTERVIEW ROLE-PLAY AND EVALUATIONS 150	SESSION 20: CAREER CENTER STAFF PRESENTATION AND WRAP-UP 172
Session Overview 150	Session Overview 172
Performance Objectives 150	Performance Objectives 172
Transparencies and Materials Needed 150	Transparencies and Materials Needed 172
Presentation Tips 150	Presentation Tips 172
Activities 150	Transparency Master 175
Homework/Outside Assignments 152	
Discussion and Quiz Questions 152	STUDENT EVALUATION FORM 176
Comments on the Final Three Sessions of This Curriculum 153	STUDENT EVALUATION HIGHLIGHTS 178
Transparency Master 154	DAVENPORT COLLEGE COURSE SYLLABUS 179
SESSION 18: ORGANIZING A JOB SEARCH SCHEDULE 155	Course Description 179
Session Overview 155	Textbooks 179
Performance Objectives 155	Learning Objectives for Career Development 180
	Course Information 181