

TABLED BY UNITING CARE
AUST. 23 NOV 05

JOB MATTERS WUE

Time	Week One - Lesson Plan Overview	Duration
Day One		
9.30am	<ul style="list-style-type: none">▪ Introduction and Overview of Program▪ Introduce participants to themselves▪ Group Rules	45 mins
10.15am	<ul style="list-style-type: none">▪ Icebreaker activities	45 mins
11.00am	<ul style="list-style-type: none">▪ Morning Tea	15 mins
11.15am	<ul style="list-style-type: none">▪ Expectations of next six weeks – what would they like to learn about.	15 mins
11.30am	<ul style="list-style-type: none">▪ Kay's Positive Program	

Time	Week Two - Lesson Plan Overview	Duration
Day One		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Week Two ▪ Review Week One 	15mins
9.45am	<ul style="list-style-type: none"> ▪ Warm-up exercise 	15mins
10.00am	<ul style="list-style-type: none"> ▪ Creative Visualisations <ul style="list-style-type: none"> ○ Childhood Dreams ○ Retirement Speech 	1 hour
11.00am	<ul style="list-style-type: none"> ▪ <i>Morning Tea</i> 	15mins
11.15pm	<ul style="list-style-type: none"> ▪ Personality <ul style="list-style-type: none"> ○ Introduction to Holland's Theory of Vocational Choice ○ Daydream Occupations 	1 hour
12.15pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	1 hour
1.15pm	<ul style="list-style-type: none"> ▪ Personality cont. <ul style="list-style-type: none"> ○ Assessment booklet 	1 hour & 30mins
2.45pm	<ul style="list-style-type: none"> ▪ Cool down exercise 	15mins
Day Two		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Day Two ▪ Review Day One 	15mins
9.45am	<ul style="list-style-type: none"> ▪ Scoring of Assessment Booklet and SDS profile 	30mins
10.15am	<ul style="list-style-type: none"> ▪ Introduction to Six Personality Types 	30 mins
10.45am	<ul style="list-style-type: none"> ▪ Group Activity <ul style="list-style-type: none"> ○ List ten possible occupations using SDS profile ○ Complete checklist 	30mins

11.15am	▪ <i>Morning Tea</i>	15mins
11.30am	▪ Group Activity cont.	1 hour
12.30pm	▪ <i>Lunch</i>	1 hour
1.30pm	▪ Research Five Occupations Using Internet and Job Guide – Reality Test	1 hour
2.30pm	▪ Group Activity <ul style="list-style-type: none"> ○ Discuss hobbies, life experiences, magazines, TV programs, books 	15mins
2.45pm	▪ Review of Day Two	15mins
Day Three		
9.30am	▪ Welcome to Day Three ▪ Review Days One and Two	15mins
9.45am	▪ Goal Setting and Job Action Plan	1 hour
10.45am	▪ Work Values <ul style="list-style-type: none"> ○ Inventory exercise ○ Owning values ○ Personal values checklist 	30 mins
11.15am	▪ <i>Morning Tea</i>	15mins
11.30am	▪ Work Values cont.	1 hour
12.30pm	▪ <i>Lunch</i>	1 hour
1.30pm	▪ Key Speaker from Business/WUE	1 hour
2.30pm	▪ Review of Week Three	30mins

Time	Week Three - Lesson Plan Overview	Duration
Day One		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Week Three ▪ Review Week Two 	15mins
9.45am	<ul style="list-style-type: none"> ▪ Team building exercise <ul style="list-style-type: none"> ○ Volunteers 	30mins
10.15am	<ul style="list-style-type: none"> ▪ Special Word to the Unemployed <ul style="list-style-type: none"> ○ Previous departures ○ Give yourself every chance ○ Feel good about yourself 	45mins
11.00am	<ul style="list-style-type: none"> ▪ <i>Morning Tea</i> 	15mins
11.15pm	<ul style="list-style-type: none"> ▪ Resume Preparation <ul style="list-style-type: none"> ○ Different Styles of Resumes ○ Purpose of resumes ○ Collating Information and functional words 	1 hour
12.15pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	1 hour
1.15pm	<ul style="list-style-type: none"> ▪ Group Activity <ul style="list-style-type: none"> ○ Good resumes and poor resumes ○ Commence/update resumes 	1 hour & 15mins
2.30pm	<ul style="list-style-type: none"> ▪ Job Searching 	30mins
Day Two		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Day Two ▪ Review Day One 	15mins
9.45am	<ul style="list-style-type: none"> ▪ Applying for Jobs <ul style="list-style-type: none"> ○ Job advertisements ○ Information packages 	1 hour
10.45am	<ul style="list-style-type: none"> ▪ Selection Criteria 	30 mins

11.15am	▪ <i>Morning Tea</i>	15mins
11.30am	▪ Writing letters <ul style="list-style-type: none"> ○ Content of application letter ○ Good letters and poor letters ○ Thank you letters 	1 hour
12.30pm	▪ <i>Lunch</i>	1 hour
1.30pm	▪ Group Activity <ul style="list-style-type: none"> ○ Writing letters ○ Organising resumes 	1 hour
2.30pm	▪ Job searching	30mins
Day Three		
9.30am	▪ Welcome to Day Three ▪ Review Days One and Two	15mins
9.45am	▪ Job Network Explained <ul style="list-style-type: none"> ○ Implications for Job Seekers ○ New policies/Centrelink 	30mins
10.15am	▪ Wesley Uniting Employment <ul style="list-style-type: none"> ○ Reverse Marketing ○ Wesley Programs 	45mins
11.00am	▪ <i>Morning Tea</i>	15mins
11.15pm	▪ Team building exercise <ul style="list-style-type: none"> ○ Chinese Whispers 	15mins
11.30pm	▪ Process of Communication <ul style="list-style-type: none"> ○ Verbal communication ○ Non-verbal communication ○ Group activities 	1 hour
12.30pm	▪ <i>Lunch</i>	1 hour
1.30pm	▪ Guest Speaker - Woolworths	1 hour
2.30pm	▪ Job Searching & Week in Review	30mins

Time	Week Four – Lesson Plan Overview	Duration
Day One		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Week Four ▪ Review Week Three 	15mins
9.45am	<ul style="list-style-type: none"> ▪ Team building exercise <ul style="list-style-type: none"> ○ The Moon 	30mins
10.15am	<ul style="list-style-type: none"> ▪ Researching the Organisation 	45mins
11.00am	<ul style="list-style-type: none"> ▪ <i>Morning Tea</i> 	15mins
11.15pm	<ul style="list-style-type: none"> ▪ The Interview Process <ul style="list-style-type: none"> ○ How to win that job ○ Interview etiquette ○ Dress code 	1 hour
12.15pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	1 hour
1.15pm	<ul style="list-style-type: none"> ▪ The Inter Process cont. <ul style="list-style-type: none"> ○ The Interviewer ○ The Interviewee ○ The Verbal and Non-Verbal 	1 hour & 15mins
2.45pm	<ul style="list-style-type: none"> ▪ Review 	15mins
Day Two		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Day Two ▪ Review Day One 	15mins
9.45am	<ul style="list-style-type: none"> ▪ The Interview <ul style="list-style-type: none"> ○ Demonstration of Job Interview ○ Both Non-Effective and Effective 	1 hour
10.45am	<ul style="list-style-type: none"> ▪ Group Assessment and debrief of interview 	30 mins

11.15am	<ul style="list-style-type: none"> ▪ <i>Morning Tea</i> 	15mins
11.30am	<ul style="list-style-type: none"> ▪ Skills based training <ul style="list-style-type: none"> ○ Small group activity in triads ○ Role plays and debriefing 	1 hour
12.30pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	1 hour
1.30pm	<ul style="list-style-type: none"> ▪ Group Activity cont. 	30mins
2.00pm	<ul style="list-style-type: none"> ▪ Interview Questions 	30mins
Day Three		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Day Three ▪ Review Days One and Two 	15mins
9.45am	<ul style="list-style-type: none"> ▪ Interview Questions cont. <ul style="list-style-type: none"> ○ Small groups to practice difficult questions ○ Questions you don't have to answer 	1 hour
10.45am	<ul style="list-style-type: none"> ▪ Difficult interview situations <ul style="list-style-type: none"> ○ Group selection ○ Psychological tests 	30 mins
11.15am	<ul style="list-style-type: none"> ▪ <i>Morning Tea</i> 	15mins
11.30am	<ul style="list-style-type: none"> ▪ Concluding the interview <ul style="list-style-type: none"> ○ Do's and Don'ts ○ Monitoring your progress 	1 hour
12.30pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	1 hour
1.30pm	<ul style="list-style-type: none"> ▪ Guest speaker/WUE 	1 hour
2.30pm	<ul style="list-style-type: none"> ▪ Rejection – what's the next step? 	30mins

Time	Week Five - Lesson Plan Overview	Duration
Day One		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Week Five ▪ Review Week Four 	15mins
9.45am	<ul style="list-style-type: none"> ▪ Team building exercise <ul style="list-style-type: none"> ○ Ability to follow directions 	30mins
10.15am	<ul style="list-style-type: none"> ▪ The Hidden Job Market 	45mins
11.00am	<ul style="list-style-type: none"> ▪ <i>Morning Tea</i> 	15mins
11.15pm	<ul style="list-style-type: none"> ▪ Networking <ul style="list-style-type: none"> ○ Your Network ○ Door Knocking ○ Telephone Techniques 	1 hour
12.15pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	1 hour
1.15pm	<ul style="list-style-type: none"> ▪ The Do's and Don'ts of Networking 	30mins
1.45pm	<ul style="list-style-type: none"> ▪ The Meeting/Interview 	1 hour
2.45pm	<ul style="list-style-type: none"> ▪ Review 	15mins
Day Two		
Formal Interviews 30 mins face-to-face & 15mins written feedback		
9.30am	<ul style="list-style-type: none"> ▪ Appointment One 	45mins
10.15am	<ul style="list-style-type: none"> ▪ Appointment Two 	45mins
11.00am	<ul style="list-style-type: none"> ▪ Appointment Three 	45mins
11.45pm	<ul style="list-style-type: none"> ▪ Appointment Four 	45mins
12.30pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	

Time	Week Six - Lesson Plan Overview	Duration
Day One		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Week Six ▪ Review Week Five 	15mins
9.45am	<ul style="list-style-type: none"> ▪ How to keep that job 	45mins
10.15am	<ul style="list-style-type: none"> ▪ Hints for keeping and advancing in your job 	45mins
11.00am	<ul style="list-style-type: none"> ▪ <i>Morning Tea</i> 	15mins
11.15pm	<ul style="list-style-type: none"> ▪ Time Management 	1 hour & 15mins
12.30pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	1 hour
1.30pm	<ul style="list-style-type: none"> ▪ Team work and communication 	1 hour & 15mins
2.45pm	<ul style="list-style-type: none"> ▪ Review 	15mins
Day Two		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Day Two ▪ Review Day One 	15mins
9.45am	<ul style="list-style-type: none"> ▪ Coping with Change 	1 hour & 15mins
11.00am	<ul style="list-style-type: none"> ▪ <i>Morning Tea</i> 	15mins
11.15pm	<ul style="list-style-type: none"> ▪ Coping with Change (continued) 	1 hour & 15mins
12.30pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	1 hour
1.30pm	<ul style="list-style-type: none"> ▪ Conflict Transformation 	1 hour & 15mins
2.45pm	<ul style="list-style-type: none"> ▪ Review 	15mins

1.30pm	▪ Appointment Five	45mins
2.15pm	▪ Appointment Six	45mins
Day Three		
9.30am	▪ Welcome to Day Three ▪ Review Days One and Two	15mins
9.45am	▪ Review of interviews <ul style="list-style-type: none"> ○ Positive Feedback ○ Submission of post interview assessments 	1 hour 30mins
11.15am	▪ <i>Morning Tea</i>	15mins
11.30am	▪ Guest Speaker	1 hour
12.30pm	▪ <i>Lunch</i>	1 hour
1.30pm	▪ Stress Management	1 hour & 15mins
2.45pm	▪ Review	15mins

Day Three		
9.30am	<ul style="list-style-type: none"> ▪ Welcome to Day Three ▪ Review Day Two 	15mins
9.45am	<ul style="list-style-type: none"> ▪ Handling Difficult People 	1 hour & 15mins
11.00am	<ul style="list-style-type: none"> ▪ <i>Morning Tea</i> 	15mins
11.15pm	<ul style="list-style-type: none"> ▪ Maslow's Hierachy of Needs 	1 hour & 15mins
12.30pm	<ul style="list-style-type: none"> ▪ <i>Lunch</i> 	1 hour
1.30pm	<ul style="list-style-type: none"> ▪ Self Talk 	1 hour
2.30pm	<ul style="list-style-type: none"> ▪ Graduation and presentation of certificates 	30mins