

GEORGIA HIGH SCHOOL • HIGH TECH



Job Readiness Training

This series of classes provides strategies, tips, and information helpful for the student in preparing for college and job interviews.

These sessions will also lay the foundation to help students understand how to interact with supervisors and co-workers. These skills will be valuable traits to use in every career and in post-secondary education.

The information will be presented through multiple modalities such as discussions, inquiry-based questions, small group exercises and role playing.

Job Readiness is covered in three 1-hour sessions:

Each class can stand alone or be presented as a series to build on each other.

- Getting the Job
- Now You are Hired – Success on the Job
- Professionalism

Objectives: Upon successful completion of training students will:

Getting the Job:

- Be prepared for a job interview with appropriate dress
- Be prepared to answer commonly asked questions
- Be prepared with at least one appropriate question to ask a potential employer during an interview
- Know one strategy to use when you do not know the answer to questions asked by the employer

Now You are Hired – Success on the Job

- Be able to identify one communication skill necessary for success in the workplace

Professionalism:

- Be able to list three skills that are important to projecting a professional appearance and attitude in the workplace

PREPARING STUDENTS WITH DISABILITIES FOR A SUCCESSFUL TRANSITION FROM HIGH SCHOOL INTO POST-SECONDARY EDUCATION AND THE WORKFORCE

This series of classes will be taught by HSHT trainers.

Our team of trainers are highly skilled professionals and have extensive backgrounds in working with high school students and/or young adults to assist them in meeting their career goals.

For more information or to schedule a training, for your HSHT class, contact/notify your assigned HSHT Coordinator. He/she will work with you to determine the best time for HSHT trainers to provide this session at your school.

You may also contact

Carmen Cates
HSHT
Training Coordinator
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