



## Outline of Business Skills Curriculum

### Section I

- I. Welcome to the World of Work
  - The American Labor Market
  - Escaping from poverty through work & a positive attitude
  - Factors that can be barriers to a positive work experience & reaching your goals
  - About you and work
  - Class participation activity
  
- II. The Psychology of a Successful Work Experience
  - What is Psychology?
  - Behaviors you wish to stop now
  - What role do psychological factors play in life's outcomes?
  - Seven keys to reach career success
  - Seven keys to labor market success
  - What special skills do you bring to this position?
  - What types of attitudes are associated with success?
  - The power of positive thinking
  - How does one dress on a limited budget to reach job goals
  - Why is follow through and perseverance important
  - Writing your personal success plan

### Section II

- I. Share your knowledge
  - How to get a job
  - Major reasons why people aren't hired
  - Major reasons why people get fired
  - Reach your career goals by managing your personal power
  - Managing conflict

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