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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