



Youth Employment Program (YEP)

Summer Curriculum 2022

(Please contact Youth@CPWD.org with any questions about this curriculum)

Session 1: What You Need to Know to Get the Job June 14 – 30, 2022	
Rate	<ul style="list-style-type: none"> • \$850 per participant (covered by DVR if you qualify) • Covers all costs associated with participation which includes: <ul style="list-style-type: none"> ○ 24 hours of classroom and community-based education in a group setting ○ Up to 2 hours of one-on-one individualized sessions with a Youth Independent Living Advisor ○ Round trip transportation to workplace tours ○ Printed materials for students to take home ○ 1 Staff per 5 participants
DVR Procedure Code	<ul style="list-style-type: none"> • 13.7.7 Pre-ETS Curriculum-Based Workplace Readiness Training Program • Procedure code PO8800-01
Target Population	<ul style="list-style-type: none"> • Eligible for DVR’s Pre-Employment Transition Services • Between 16- 21-years-old • Counties: Adams, Broomfield, Boulder, Gilpin, Jefferson, and Weld
Schedule	<ul style="list-style-type: none"> • Unit 1 – My Skills and the Job Search (4 hrs) • Unit 2 – Workplace tour and informational interviews (4 hrs) • Unit 3 – Getting Prepared for the Job (4 hrs) • Unit 4 – Workplace tour and information interviews (4 hrs) • Unit 5 – Mastering the Interview Process (4 hrs) • Unit 6 – Workplace tour, information interview, and graduation (4 hrs)
<p>Goal: Assist students with disabilities to successfully seek and obtain employment by increasing knowledge and developing skills needed to complete the job search and interview process.</p>	

<p>Topics Covered During the Session:</p> <ul style="list-style-type: none"> • Identify employability skills • Job application • Job Search • Disability Disclosure • Mock Interviews • Good Hygiene • Appropriate Dress • Informational interviews • Workplace Tours and Career Exploration 	<p>Benefits to Students:</p> <ul style="list-style-type: none"> • Ability to identify and communicate strengths • Understand how to search for a job • Capable of completing a job application • Understands importance of making a good impression • Able to dress appropriately for an interview • Experience with answering questions for a job interview • Observe individuals performing tasks on the job • Awareness of job opportunities
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<p>Session 2: Setting Yourself up for Success in the Workplace July 13 – 29, 2022</p>	
<p>Rate</p>	<ul style="list-style-type: none"> • \$850 per participant (covered by DVR if you qualify) • Covers all costs associated with participation which includes: <ul style="list-style-type: none"> ○ 24 hours of classroom and community-based education in a group setting ○ Up to 2 hours of one-on-one individualized sessions with a Youth Independent Living Advisor ○ Round trip transportation to workplace tours ○ Printed materials for students to take home ○ 1 Staff per 5 participants
<p>DVR Procedure Code</p>	<ul style="list-style-type: none"> • 13.7.7 Pre-ETS Curriculum-Based Workplace Readiness Training Program • Procedure code PO8800-01
<p>Target Population</p>	<ul style="list-style-type: none"> • Eligible for DVR’s Pre-Employment Transition Services • Between 16- 21-years-old • Counties: Adams, Broomfield, Boulder, Gilpin, Jefferson, and Weld

Schedule

- Unit 1 – Workplace Professionalism and Safety (4 hrs)
- Unit 2 – Workplace tour and informational interviews (4 hrs)
- Unit 3 – Disability Rights and Accommodations (4 hrs)
- Unit 4 – Workplace tour and information interviews (4 hrs)
- Unit 5 – Problem Solving in the Workplace (4 hrs)
- Unit 6 – Workplace tour, information interview, and graduation (4 hrs)

Goal: Assist students with disabilities to successfully maintain and progress in employment by understanding workplace relationships and expectations. Students will be able to understand the importance of professionalism, feel more confident requesting accommodations, and improve their ability to handle conflicts at the workplace and demonstrate positive performance at work.

Topics Covered During the Session:

- Workplace Expectations
- Professionalism
- Communication
- Conflict Resolution
- Knowledge of rights and responsibilities
- Requesting accommodations
- Informational interviews
- Workplace Tours and Career Exploration

Benefits to Students:

- Understand workplace expectations responsibilities
- Learn how to interact appropriately with others in the workplace
- Learn effective communication to speak to specific needs
- Become more comfortable with advocating for rights
- Observe individuals performing tasks on the job
- Awareness of job opportunities