

Blueprint Empire Academy™

Job Readiness & Workforce Development Program™

Government Training Overview Packet

Prepared for: Federal, State & Local Government Agencies

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Program Summary

The Job Readiness & Workforce Development Program™ is a structured 4–6 week career-preparation training designed to help participants become employment-ready through targeted skill-building, resume development, professional communication, and real workforce preparation.

This program is ideal for:

- Returning citizens
- Justice-involved individuals
- At-risk adults
- Workforce development clients
- Transitional housing participants
- Youth employment programs
- Homelessness/diversion programs
- Government-funded career pathways

Program Objectives

Participants will learn how to:

- ✓ Build a professional resume
- ✓ Create a job search strategy
- ✓ Improve communication and workplace etiquette
- ✓ Understand employer expectations
- ✓ Gain interviewing confidence
- ✓ Present themselves professionally
- ✓ Practice real job scenarios
- ✓ Set employment goals
- ✓ Improve time management and accountability
- ✓ Overcome barriers to employment



Weekly Curriculum Outline

Week 1 — Workforce Foundations & Professional Identity

- What employers expect
- Understanding workplace culture
- Identifying skills, strengths & job barriers
- Creating a workforce success mindset
- Professional email setup & communication practice

Week 2 — Resume Building & Job Search Strategy

- Resume writing (step-by-step)
- Formatting a professional resume
- Cover letter basics
- Job search platforms
- Using transferable skills

Activity: Students complete a resume template.

Week 3 — Professional Communication & Soft Skills

- Verbal & nonverbal communication
- Workplace conflict resolution
- Active listening
- Time management
- Attendance & accountability

Activity: Role-play workplace scenarios.

Week 4 — Interview Preparation & Real-World Practice

- Common interview questions
- Mock interview practice
- How to dress professionally
- Virtual interview skills
- Employer follow-up etiquette

Activity: Mock interview with feedback.

Week 5 — Workplace Success & Retention

- Understanding employer expectations
- Meeting goals in the first 90 days
- Handling workplace conflict
- Managing stress & pressure
- Building long-term career pathways

Week 6 — Employment Action Plan & Graduation

- Creating a personal employment plan
- Final resume review
- Career goal-setting
- Graduation ceremony
- Evaluation & certificate distribution

Outcome Tracking & Reporting

The program includes:

- Attendance tracking
- Pre/post job readiness assessment
- Resume assessment rubric
- Weekly progress evaluations
- Agency reporting template
- Completion checklist

Completion Requirements

Participants must:

- ✓ Attend all sessions
- ✓ Complete resume
- ✓ Participate in mock interview
- ✓ Submit employment plan
- ✓ Complete final evaluation