

## PRE-EMPLOYMENT TRANSITION EDUCATION

### SELF-ADVOCACY (SESSIONS—SUBJECTS)

**SESSION 1:** Review Previous Year Activities

**SESSION 2:** Understanding you Disability/The reason you have a 5-4 Plan or IEP

**SESSION 3:** What is Self - Advocacy

**SESSION 4:** How to advocate for yourself in your IEP or 504 Plan

**SESSION 5:** Accommodations/Resources

**SESSION 6:** Disclosure—When and to Whom, How and Why, and Benefits and Risks

**SESSION 7:** Assertiveness and Overcoming Challenges in the workplace

**SESSION 8:** Communication Skills—Written and Spoken

**SESSION 9:** Guest speaker with a Disability (*disclosure*)

**SESSION 10:** Business Contact (HR Representative or Manager who has hired IWD's)

**SESSION 11:** Develop Script for Disclosure/Request for Accommodations

**SESSION 12:** Review for Curriculum—Update Portfolio

### VIRTUAL PRE-EMPLOYMENT TRANSITION SERVICES

We provide our services to youth and adults who are looking for career exploration and work experience for personal and academic development.

- ◇ Grades 9th-12th student;
- ◇ Community-based focus;
- ◇ Assistance in securing the opportunity to engage in internship, volunteer placement to gain work experience; and

## WORK-BASED LEARNING

Paid Internships Opportunities/  
Work Based

### BUSINESSES:

1. Student will be given assigned zip codes weekly. Student will google businesses in the zip code and enter the business information (name, address, and phone number) onto the Business Development Form.
2. Student will review the completed form(s) with Family New Life monitor before submitting to the employer
3. Student will scan the completed business development form to Family New Life.

### EXCEL SPREADSHEET:

1. Student will be introduced to EXCEL spreadsheet.
2. Student will be given business development forms with businesses data.
3. Excel spreadsheets will be submitted to Family New Life and monitored for approval.
4. Family New Life monitor will be forward spread sheet employer.

### GOOGLE SLIDES:

1. Student will be given the verbiage for google slides.
2. Student create 2-3 google slides (PowerPoint).
3. Student will save all work and submit finished slides for Family New Life Monitor.

Family New Life  
Community Services



CHANGING ONE LIFE AT A TIME

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## PRE & POST EMPLOYMENT TRANSITION EDUCATION

### PRE-TRANSITION SERVICES: (SESSIONS—SUBJECTS)

**SESSION 1:** Application process available to qualify for Pre-employment Transitional Services

**SESSION 2:** Assistance with obtaining vital papers: Job Application, Birth Certificate, Social Security Card, etc.

**SESSION 3:** Assistance with developing Plan: Job, Education, Training, and Strategic Planning

**SESSION 4:** Assessment for Counseling: Types of Jobs and Job Readiness

**SESSION 5:** How to create a Resume using a Word template

**SESSION 6:** How to create a Cover Letter and Thank you Letter

**SESSION 7:** Job Search Tools

**SESSION 8:** Complete an Employment Application

**SESSION 9:** Asking for a Reference

**SESSION 10:** Making connections in local community: Thank-You Note, Application, and Documenting Personal Strategic Plan

**SESSION 11:** Financial Literacy—What happens to the money you make

**SESSION 12:** Communication and Reconnection with Family

**SESSION 13:** Update Portfolio with Resume, Cover



## WHO WE ARE

Family New Life Community is an arm of Family New Life Ministries Services, Inc. We are located in Columbia, MD. We have serviced over 500 individual with disabilities seeking employment. Family New Life is committed to delivering quality vocational training to assist those that are unemployed and underemployed.

## OUR MISSION

To equip individuals with the necessary tools to become stronger, independent and employable.

## PRE & POST EMPLOYMENT TRANSITION

### POST-TRAINING (SESSIONS—SUBJECTS)

**SESSION 1:** Review Previous Year's Activities

**SESSION 2:** What is an Interview

**SESSION 3:** Dress for Success

**SESSION 4:** Review questions frequently asked in an Interview

**SESSION 5:** Interview Skills Building—Practice One-to-One Interviewing—Giving and receiving feedback

**SESSION 6:** Interview Skills Building—Practice Group Interviewing— Giving and receiving feedback

**SESSION 7:** Guest Speaker—What businesses are looking for in an employee and How to stand out in an interview

**SESSION 8:** Learning about a potential employer—Informational Interview

**SESSION 9:** Business Tour-video

**SESSION 10:** Practice Interview Skills Learned and Discuss last week's Business Tour. Prepare a "thank you" letter to employer for last week's business tour

**SESSION 11:** Video taping of individuals participating in an interview/ Photographs of individuals in Interview Attire

**SESSION 12:** Review previous information