



## *Big Bend*

June 14, 2016

Dear Parents,

We are pleased to inform you that Jefferson, Madison and Taylor County students who have a 504 plan or an IEP are eligible to participate in The Arc Big Bend's Pre-Employment seminar – Job Abilities Camp (JAC). This training will provide a “toolbox” of strategies and principles that can assist in navigating the intricacies of the workplace for your high school students. The information we provide will prepare them for entering the workplace and maintaining a position as an employee.

Our curriculum includes information and strategy for preparing for a job (resume, cover letters, job applications, self-evaluation of personality type and career exploration); as well as the interview process and how to be successful on the job once hired.

The trainings will be held during July, at no cost to the student. We will schedule the exact dates and times as soon as participants are identified.

**You may register for one of the classes by calling The Arc Big Bend at 973-4614 and speaking with Cloi Rennard.**

Our staff is looking forward to meeting students and parents at this exciting Pre-employment training. Please review the enclosed training agenda.

If you have questions or need additional information, please call (850) 973-4614 and speak with Tim Ressler, Executive Director.

Sincerely,

*Paula Arnold,*

*Community Development Consultant*

***Pre-Placement Training***  
**50 hour Pre-Placement Training**  
**Sample agenda**

**Session I & II            What is Work?**

Am I Qualified?  
What is your Personality Type?  
Interest Inventory  
Attitude is Everything  
Resume' Building Tips  
Job Application Matters  
Cover Letters  
Internet Tips  
Applying for a Job

**Session II                    Interview Skill Building**

Greeting  
Small Talk  
Professional Appearance and Dress  
Body Language, Eye Contact and Voice  
Interview Questions  
Responding to Personal and Professional Blemishes  
Closing the Interview  
Mock Interviews  
Interview Follow Up (Thank you letter)

**Session III                Getting Hired**

Payroll  
Benefits  
Retirement  
Workplace Safety  
Sexual Harrassment  
Mobility  
Establishing Natural Supports  
Conflict Resolution  
Being a Good Employee  
Maintaining Your Job

