

## **SummerWorks Professional Development Curriculum**

The purpose of this document is to give employers and key stakeholders a high-level overview of the SummerWorks Professional Development Curriculum. This overview will include programmatic goals, an abridged agenda, activities, and the key takeaways we hope participants will gain from each session.

**This curriculum is guided by the following five principles for practice:**

1. Provide a clear concept of professionalism.
2. Recognize the uncertainty of “adulthood” and offer tools to prepare young adults for independence.
3. Promote resources for wellness, mental health, and stress management.
4. Encourage personal growth and skill development.
5. Structure sessions to maximize engagement.

## Session 1: Orientation & Community Building

### Session Goals

- Orient participants to professional development: overview, expectations, and community vision
- Co-create community guidelines and shared goals for success with participants
- Establish trust and rapport among Success Teams, participants, and program staff

### Agenda

- Welcome & Introduction
- SummerWorks Guidelines & Expectations
- Success Teams: Team Building

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Welcome & Introduction	Orient participants to program & Professional Development
SummerWorks Guidelines & Suggestions	Establish guidelines of participation and professionalism
Success Teams: Team Building	Establish trust and rapport among Success Teams, participants, and program staff

## Session 2: Professionalism & Executive Summaries

### Session Goals

- Dress, communicate, and interact in a professional environment
- Communicate in a virtual environment
- Write a professional executive summary

### Agenda

- Welcome & Introduction
- Professionalism Crash Course
- Communication Etiquette
- Executive Summaries

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Welcome & Introduction	Orient participants to session
Professionalism Crash Course	Establish guidelines of professionalism
Communication Etiquette	Establish guidelines for communication
Executive Summaries	Build a professional executive summary

## Session 3: Interviewing

### Session Goals

- Prepare for virtual and in-person interviews
- Utilize strategies for answering interview questions
- Know how to conduct a successful interview

### Agenda

- Welcome & Introduction
- Interview Best Practices
- Example Interviews
- Scheduling Your Mock Interview (if not interviewing for internships)

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Welcome & Introduction	Orient participants to session
Interview Best Practices	Prepare for an interview
Example Interviews	Critique examples of interviewing
Scheduling Your Mock Interview	Schedule a practice interview

## Session 4: Professional Communication

### Session Goals

- Practice professional communication via email, phone, and videoconferencing
- Describe professional email etiquette
- Build confidence in asking for support and clarifying questions

### Agenda

- Communication Workshop: Group Scenarios
- Tools of Professional Communication
- Conflict Management
- Youth Choice Workshops (choose one)
  - Communication Style
  - Public Speaking Skills and PowerPoint

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Communication Workshop & Tools of Professional Communication	Display effective communication in phone, email, & face-to-face settings
Conflict Management	Identify preferred manner of managing conflict
Communication Style	Communicate effectively in a work environment
Public Speaking & PowerPoint	Compose & deliver professional written and oral communication

## Session 5: Workplace Conduct & Ethics

### Session Goals

- Define what constitutes sexual harassment and racial discrimination, and what role to take in diffusing these situations and maintaining an inclusive and equitable workplace
- Articulate what the process is for reporting adverse behavior in the workplace
- Identify strategies for intervening in instances of workplace misconduct and for addressing harm

### Agenda

- Welcome & Introduction
- Workplace Expectations
- Unacceptable Behaviors
- Bystander Intervention
- Scenarios: Approaching Situations in the Workplace

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Welcome & Introduction	Orient participants to session
Workplace Expectations	Articulate one's ideal work environment
Unacceptable Behaviors	Articulate aspects of a hostile work environment
Bystander Intervention	Know the 4 D's: delay, delegate, direct, distract
Approaching Situations in the Workplace	Identify strategies for intervening in workplace misconduct

## Session 6: Practicing Professionalism

### Session Goals

- Identify status and beliefs surrounding the different areas of wellness
- Describe concrete strategies to improve wellness
- Identify community resources to improve wellness
- Connect wellness to employment and job satisfaction
- Describe professionalism and its various components
- Describe two strategies for practicing professionalism and maintaining a professional image

### Agenda

- Primer: What is wellness?
- Wellness Presentation
- Youth Choice Workshops (choose one)
  - Work Ethic & Taking Initiative
  - Self-Presentation

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Wellness Presentation	Identify strategies to maintain and improve holistic health
Work Ethic & Taking Initiative	Show what initiative and work ethic looks like in a workplace setting
Organization & Time Management	Utilize strategies for managing time and resources
Self-Presentation	Describe appropriate ways to present one's self in-person & online

## Session 7: Financial Planning

### Session Goals

- Identify resources for financial well-being
- Describe the main components of a pay stub
- Describe payroll taxes and their purpose
- Describe various types of credit and a credit score's role in loans and purchases
- Complete a budget using Excel
- See attachment for Excel learning outcomes

### Agenda

- Primer and Career Talk
- Excel Workshops
- Youth Choice Workshops (choose one)
  - Credit - The Good and the Bad
  - Saving, Taxes, & Where Money Goes
  - Investment & Retirement

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Primer	Describe SMART goals & how to use them
Career Talk	Reflect upon a real-life financial success story
Credit - The Good and The Bad	Describe how to build and maintain a good credit score, and the basics of borrowing
Saving, Investing, & Retirement	Provide an overview of saving and investing and demonstrate how to use SMART goals to save for a goal
Saving, Taxes, & Where Money Goes	Provide an overview of how funds are withheld from paychecks, what the funds are used for, & the basics of savings
Excel Workshops	Create & maintain a personal budget in Excel

## Session 8: Post-Secondary Education

### Session Goals

- Debunk common misconceptions about post-secondary education
- Identify various options for post-secondary education and funding sources
- Explain the purpose of the FAFSA and how to access it
- Identify community & campus resources to support success in post-secondary education
- Connect personal interests to education and career paths
- Practice networking skills and asking questions to learn more about potential career trajectories

### Agenda

- References & Letters of Recommendation 101 (Asynchronous)
- Post-Secondary Panel
- Informational Interviewing & Networking
- Youth Choice Workshops (choose one)
  - Post-Secondary Costs & FAFSA
  - Job Searching & Insider Tips for the Workplace
  - Cover Letters

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
References & Letters of Recommendation	Know who & how to ask for a letter of recommendation
Post-Secondary Panel	Hear perspectives from a wide variety of educational backgrounds
Informational Interviewing	Engage in effective networking and conduct an informational interview
Post-Secondary Costs & FAFSA	Navigate a financial aid application
Job Searching & Insider Tips	Know how to initiate the job search
Cover Letters	Draft a professional cover letter

## Session 9: Social Identities and the Workplace

### Session Goals

- Describe what one should expect from an inclusive workplace
- Describe the connection between societal norms, social identity, and self-identity
- Describe strategies for navigating challenging situations at work

### Agenda

- Primer - The Social Identity Wheel
- Social Identity Gallery Walk
- Youth Choice Workshops (choose one)
  - Code Switching
  - Power & Privilege - Privilege for Sale Activity

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Social Identity Wheel	Describe one's own social identities
Social Identity Gallery Walk	Consider which social identities are most salient in different scenarios
Code Switching	Describe when, how, and why code switching happens
Power & Privilege - Privilege for Sale	Reflect upon how different social identities affect life experiences

## **Session 10: Career Preparation**

### **Session Goals**

- Draft an effective resume
- Describe best practices for communicating about one's skills and interests
- Describe the purpose of and preparation for an informational interview
- Describe the functionality of LinkedIn as a networking tool
- Explain the various components of a job description

### **Agenda**

- Networking & Creating a LinkedIn Profile
- Resume Writing

### **Activities & Key Takeaways**

<b>Activity</b>	<b>Goals</b>
Networking & Creating a LinkedIn Profile	Engage in effective networking
Resume Writing	Draft a professional resume

## Session 11: Civic Engagement

### Session Goals

- Describe active community membership and identify a variety of strategies to engage in one's community
- Identify how civic and community engagement connect to the workplace
- Identify best practices for media and information comprehension
- Define and identify differences between dialogue, discourse, and debate
- Explain key characteristics of leadership
- Highlight essential skills practiced through civic engagement
- Understand the importance and impact of voting
- Identify voter registration resources

### Agenda

- Primer & Career Talk
- Civic Engagement Roundtable
- Youth Choice Workshops (choose one)
  - The Voting Power of Young People
  - Fact Checking, Media, & Information Comprehension
  - Discourse, Dialogue, & Debate

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Career Talk	Engage with speaker that works in civic engagement
Civic Engagement Roundtable	Engage with local civic leaders
The Voting Power of Young People	Understand how & why to vote
Fact Checking, Media, & Information Comprehension	Describe how to responsibly & critically consume news media
Discourse, Dialogue, & Debate	Describe how & when to communicate in these manners

## Career Sneak Peek Week / Career Talks

### Session Goals

- Explore a new career path, field, or job opportunity
- Explore a variety of career opportunities through learning about different speakers' experiences
- Connect job opportunities to training/educational requirements
- Practice preparing for and asking questions of guest speakers in potential career interest areas
- Reflect on personal skills and interests related to work

### Agenda

- Attend TWO or more Career Talks and submit form demonstrating reflection

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Career Talk Experience	Explore a career path utilizing skills acquired through the SummerWorks Curriculum

## Session 12: Celebration

### Session Goals

- Reflect on summer employment and Professional Development activities
- Reflect on takeaways from Career Sneak Peek Week
- Celebrate summer accomplishments
- Practice gratitude by completing thank-you notes / emails

### Agenda

- Practicing Gratitude & Writing Thank You Notes
- SummerWorks Youth Awards (in Success Teams)
- Large Group Reflection

### Activities & Key Takeaways

<b>Activity</b>	<b>Goals</b>
Gratitude & Thank You Notes	Recognize the importance of gratitude in a professional setting
SummerWorks Youth Awards	Success Coaches/Career Advisors celebrate each participant and their accomplishments from the summer
Large Group Reflection	Consider how to carry experiences from SummerWorks into the future