

Career Prep
Randice Nelson

Goal: To earn the [Express Employment Professionals Career Preparedness Certificate](#)

Sept. 30-Oct. 4

Mon	This lesson is designed to help students understand what it means to be an effective and successful employee. Professionalism, effective communication, ethical behavior, academic preparation, critical thinking, problem solving, teamwork, leadership, time management, knowledge of technology and stress management skills are detailed in this presentation as well as examples of each. This lesson also highlights the importance of professionalism and having a positive work ethic in the business world.	Objectives: 1. To define employability. 2. To learn the parts of employability. 3. To learn employability skills.	Cont. Employable Skills Show slides 66 to 76 1. Begin the Managing Stress Project. 2. turn in the Managing Stress Project tomorrow
Tues			Skow slides 77- 1. complete The Big Three Activity 2. complete The Physical Health Connections Activity.
Wed			1. complete the Continuing Education Activity 2. begin the Interview Project.
Thurs			1. review the Vocabulary Handout 2. complete the Skills Flashcards Activity 3. complete the Professional Qualities Activity
Fri			1. complete the Interview Project 2. complete the Positive Power Activity.