



Curriculum Outline Worksheet

This outline format is useful in the early stages of curriculum. A table should be created for each proposed module.

Example

This outline was developed using the EDC Work Readiness Framework for a project in Kenya. The outline does not reflect the final product as the lessons, objectives, activities and titles were refined during the curriculum writing process. In the end, this was Module 3 (the last module) and was called “Skills for Work Success”.

MODULE WHC: WORK HABITS AND CONDUCT

OBJECTIVES:

By the end of this module youth will:

- Distinguish between self-employment and wage employment
- Complete a job application
- Write a basic CV that is accurate and neat
- Write and edit an application letter
- Identify the main parts of an interview and tips to keep in mind while interviewing
- Recognize typical questions asked during an interview
- Demonstrate effective interviewing skills

TOTAL TIME: 9 hours

FACILITATORS: Adult facilitators with teaching experience. May be new to the content area.

Total time	Module & Lesson	Content notes and Concepts to Introduce and Work With	Activity Ideas	Handouts, Documentation and Evaluation
1.5	WHC Lesson 1 Theme: Self Discovery	<ul style="list-style-type: none"> • Review WHC module – what to expect (5 minutes) • Identify and understand common workplace behavior, policies and procedures • Dressing appropriately and safely 	<ul style="list-style-type: none"> • Using descriptions of 3 or 4 different workplaces (or participants own experiences), identify specific behaviors that employers expect (arrive on time; check in with supervisor; work a full day; etc) and any company policies that must 	<ul style="list-style-type: none"> • Write and display commonly accepted behaviors for various jobs <p>Code of Ethics for Civil</p>



Total time	Module & Lesson	Content notes and Concepts to Introduce and Work With	Activity Ideas	Handouts, Documentation and Evaluation
		<ul style="list-style-type: none">• Work ethics – what does this mean?• Transparency, honesty, timeliness, hard work independence• Work performance• Motivation (internal vs. external)• Offering suggestions (when, how)	<p>be followed.</p> <ul style="list-style-type: none">• List out different types of jobs on chalkboard. Have group supply suggestions for appropriate and safe dress for each job• Measuring performance – sample performance form• Inner drive vs. motivation of the employer (external and internal) – discuss then follow with role play. Supply (creative and realistic) scenario problems that youth solve in role play• Explain participant observation where we look for motivation	<p>Service Employees</p> <p>Performance</p>



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Directions:

Use the worksheet to begin to conceptualize the objectives of your lessons, sequencing topics, brainstorming activity ideas, and identifying any products the learners will create.

MODULE NAME:

OBJECTIVES:

By the end of this module youth will...

(Hint – begin each phrase with an action verb so that the objective describes what the learner will be able to DO after the completing the module)

1.

2.

3.

4.

5.

6.

7.

TOTAL TIME:

INTENDED FACILITATORS:



Total time	Module & Lesson	Lesson Objective(s)	Content notes and Concepts to Introduce and Work With	Activity Ideas	Handouts, Documentation and Evaluation



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