

## Kenya Garissa Youth Project Work Readiness Curriculum Overview

Curriculum Module	Objectives	Topics Covered
<p><b>Module 1:</b></p> <p><b>Personal Leadership Development</b></p>	<p>By the end of the module, each participant will be able to:</p> <ul style="list-style-type: none"> <li>• Identify personal leadership development as a process from within</li> <li>• Develop a Personal Leadership Compass / direction</li> <li>• Increase proactive behavior in the face of challenges</li> <li>• Identify career interests that match their personal skills and qualities</li> <li>• Apply problem solving skills and decision making steps</li> <li>• Demonstrate active listening skills</li> <li>• Give and receive instructions effectively</li> <li>• Identify non-verbal communication signs and the impact on people's perceptions.</li> <li>• Communicate effectively with customers by telephone and face to face</li> <li>• Choose appropriate responses to conflict in the workplace and at home</li> <li>• Identify and demonstrate the characteristics of an effective and cooperative team member</li> </ul>	<ul style="list-style-type: none"> <li>• Identifying values &amp; interests</li> <li>• Identifying and assessing skills and talents</li> <li>• Describing what personal leadership means and how it will guide them to meet their personal goals</li> <li>• Understanding how world view affects their actions</li> <li>• Identifying the difference between reactive and proactive behaviors</li> <li>• Practicing proactive behavior by identifying what they can control in their life</li> <li>• Problem Solving</li> <li>• Observing situations that help and hinder them from meeting their goals</li> <li>• Listening effectively and taking instructions</li> <li>• Speaking effectively</li> <li>• Speaking with customers</li> <li>• Body language</li> <li>• Defining conflict and recognizing and practicing different approaches to dealing with conflict</li> <li>• Cooperating with others on the job</li> </ul>
<p><b>Module 2:</b></p> <p><b>Career Planning</b></p>	<p>By the end of this module, each participant will be able to:</p> <ul style="list-style-type: none"> <li>• List and describe personal skills and interests</li> <li>• Define short term and long term career goals</li> <li>• List steps necessary to reach short term and long term career goals</li> <li>• Demonstrate their ability to use different approaches for finding work</li> </ul>	<ul style="list-style-type: none"> <li>• Describing ideal work scenario</li> <li>• Linking skills with career possibilities</li> <li>• Stereotypes about particular professions</li> <li>• Informational Interviews</li> <li>• Identifying clear and realistic career goals and the steps necessary to reach them</li> <li>• Finding job openings</li> <li>• Analyzing job adverts</li> </ul>

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	<p>and educational opportunities</p> <ul style="list-style-type: none"> <li>• Identify the skills, qualifications and experience necessary for their career of choice</li> <li>• Explain how they will overcome challenges when reaching for their goals</li> </ul>	<ul style="list-style-type: none"> <li>• Networking</li> <li>• Moving past challenges that will arise when reaching for goals</li> </ul>
<p><b>Module 3:</b></p> <p><b>Skills for Work Success</b></p>	<p>By the end of this Module, each participant will be able to:</p> <ul style="list-style-type: none"> <li>• Distinguish between self-employment and wage employment</li> <li>• Complete a job application</li> <li>• Write a basic CV that is accurate and neat</li> <li>• Write and edit an application letter</li> <li>• Identify the main parts of an interview and tips to keep in mind while interviewing</li> <li>• Recognize typical questions asked during an interview</li> <li>• Demonstrate effective interviewing skills</li> <li>• Write a thank you letter</li> <li>• Define work ethics and demonstrate professional conduct</li> <li>• List internal and external motivators</li> <li>• Identify ways to meet customer needs</li> <li>• Practice the skills necessary to meet customer needs</li> <li>• Plan to use their time wisely to achieve tasks and goals</li> <li>• Identify common situations that make it challenging to balance work &amp; personal life</li> <li>• Communicate effectively in order to manage personal and work responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Wage employment vs. self employment</li> <li>• Applying for jobs</li> <li>• Preparing CVs</li> <li>• Preparing application letters</li> <li>• Editing and revising CVs and letters</li> <li>• Interviews</li> <li>• Thank you notes</li> <li>• Workplace ethics and codes of conduct</li> <li>• Workplace behavior</li> <li>• Customer service</li> <li>• Initiative and motivation</li> <li>• Time management</li> <li>• Managing personal and work responsibilities</li> <li>• Daily timetables</li> </ul>