

## Youth Employment/ Entrepreneur Curriculum Guide

NHI Teen Employment Program explores four categories (Self-Discovery, Careers, Success Strategies, and The Future) in assisting our participants attain employment or entrepreneurial success.

The activities of this curriculum were adopted from Massachusetts Empower Your Future: Career Readiness and Curriculum Guide. [http://commcorp.org/wp-content/uploads/2016/07/resources\\_eyf-career-readiness-curriculum-guide.pdf](http://commcorp.org/wp-content/uploads/2016/07/resources_eyf-career-readiness-curriculum-guide.pdf). Please use this guide and its resources to guide your mentoring topics.

### Key Terms

- Labor
- Profession
- Career
- Resume
- Interview
- Interest
- Strength
- Attire
- Professional Network

**Objective:** The participants will:

1. Learn the definition of each term and how they relate to profession success
2. Understand the role each term plays in every stage of professional and entrepreneurial success

**Outcomes:** The participants will:

1. Be able to complete an activity that requires identifying each term and giving a real life example of how the term can be applied
2. Understand how each term is used to strengthen career and entrepreneurial development.

### Self-Discovery

- Positive identity
- Communication and attitude
- Occupational interest
- Work value
- Highlighting your strength

**Objective:** The participant will:

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1. Learn that there are various facets to one's identity
2. Learn more about themselves by completing a personality assessment  
<https://www.personalityperfect.com/test/free-personality-test/>
3. Understand that every individual have both strengths and weakness
4. Participate in career assessment that will suggest specific careers to pursue
5. Identify their career interest
6. Understand how values influence behaviors and choices
7. Will understand that the path to success must be chunked into short-term goals
8. Understand what an elevator's speech is and when it should be used

**Outcome:** The participants will:

1. Complete a vocational personality assessment which they can use to narrow down careers
2. Use personality assessment result to begin brainstorming future professions.
3. Choose personal short-term goal for current and future success
4. Create and practice their elevator speech with at least three people

### Careers

- Individual and transferable skills
- Career search
- Education and training
- Exploring careers through informational interactions and shadowing
- Internships

**Objective:** The participant will:

1. Define personal and transferable skills while identifying their personal and transferable skills. Complete career assessment <https://www.careertestfree.com/>
2. Increase their understanding of range of skills sought out by employers
3. Increase understanding of career trends and growth
4. Understand the connection between a person's education or skill and earning potential
5. Understand the importance of informational interviews
6. Understand the importance of shadowing
7. Understand what in internship is
8. Understand how to handle common internship challenges

**Outcome:** Participant will

1. Obtain knowledge and skill require to search for a job
2. Understand how they can use their personal skill to match the transferable skills sought after by employers
3. Understand occupational information including supply and demand as it relates to occupations
4. Understand and be able to locate education or training required for a desired occupation
5. Practice asking informational interview questions
6. Identify at least 3 agencies where they can have a job shadow or interview done
7. Identify solutions to common internship problems

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## **Success Strategies**

- Motivation and initiative
- Technology Etiquette in the workplace
- Time management
- Job applications and inquires
- Job interview

### **Objective: The participant will:**

1. Understand what it means to take initiative
2. Understand how motivation is connected to taking initiative
3. Understand the importance of having a professional email address and voicemail
4. Understand the risk and benefits of social networking sites
5. Understand that time itself cannot be managed, one can only manage how self and how they use their time
6. Understand how goal setting, planning, organizing, and prioritizing can help you make good use of time
7. Increase understanding of the approaches available for seeking jobs
8. Understand the structure and expectation of a professional interview

### **Outcome: The participant will:**

1. Complete an exercise on self-motivation and self-reflection
2. List some things they could do at their job to take initiative
3. Create a professional email address and voicemail
4. Gain an understanding of how and what to post on social media accounts
5. Create a schedule for getting to mentoring meetings, appointments, schools and activities on time
6. Learn to plan, organize and prioritized to reach one's goals
7. Strengthen the knowledge that will help them obtain jobs including deciphering jobs matches
8. Have knowledge and skill to prepare for and successfully complete an interview

## **The Future**

- Tips for first day of work
- Coping
- Personal finance and budgeting

1. **Objective:** The participant will:
2. Understand the importance of and how to make a good first impression
3. Explore communication and self-care strategies that can be used in difficult situations
4. Understand benefits, procedures, and potential pitfalls of bank accounts

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**Outcome:** The Participant will:

1. Identify strategies they would work best for them
2. Use a checklist to prepare for the first day of a new job
3. Identify stress triggers and practice strategies to help cope
4. Understand the types of bank accounts available to them and get information about them



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