

Lesson 1: Goal Setting
Lesson Plan

Lesson Key Concepts

Definition of Goals
Goal Types (personal/career/financial)
Career Interest/Skills Identification
Career Resources (print and web-based)
Life Planning and Goal Setting

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Internet Resources
Expert Interviews

Lesson Assessment

Pre-test/post-test
Student Portfolio

Lesson Objectives

1. At the conclusion of this lesson, participants will understand how goals shape the life decisions that they make and the three different types of goals that they should establish: personal, career and financial.
2. At the conclusion of this lesson, participants will have an understanding of the need for time dimensions and resolution of goal conflicts in their life plan and use these concepts in the development of their individual plan.
3. After completing this lesson, participants will have a viable life plan consisting of personal, career and financial goals and will have them available for future use and revision within their Targeting Success Student Portfolio.

Lesson 2: Resume (Part 1)
Developing Your Resume
Lesson Plan

Lesson Key Concepts

Definition of a Resume
Need for a Resume
“Branding Yourself”
Employer Expectations
Skills Identification
Parts of the Resume
Resume Formats
Career Objectives
Using References
Communication Skills (written)

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Expert Interviews

Lesson Assessment

Pre-test/post-test
Student Portfolio

Lesson Objectives

4. At the conclusion of this lesson, participants will understand how resumes are used and evaluated by employers.
5. At the conclusion of this lesson, participants will have an understanding of how to construct and format a resume that will present their employment information in a positive manner.
6. After completing this lesson, participants will have compiled all the necessary information to produce a quality resume in their Targeting Success Student Portfolio.

Lesson 3: Resume (Part 2)
Building Your Resume
Lesson Plan

Lesson Key Concepts

Mistakes in Resumes
Employer Expectations
Computer Skills for Resume Construction
Communication Skills (written)

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Expert Interviews
Resume Builder

Lesson Assessment

Construction of Resume
Student Portfolio

Lesson Objectives

7. At the conclusion of this lesson, participants will understand how resumes are used and evaluated by employers and how mistakes within them can damage the applicant's job prospects.
8. At the conclusion of this lesson, participants will develop and print a minimum of three different resume formats for their personal employment search: chronological, functional and combination resume formats. Students will keep copies of these in their Targeting Success Student Portfolio and will save the resumes in Microsoft Word format.

Lesson 4: The Job Search

Lesson Plan

Lesson Key Concepts

Overview of the Job Search Process
Using Classified Ads
Tracking Job Search Contacts
Networking Skills
Placement Services
Cold Calling Techniques
Follow-up techniques
Mass Mailing
Communication
(written, verbal and interpersonal)

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Expert Interviews
Telephone Scripting

Lesson Assessment

Pre-test/post-test
Student Portfolio

Lesson Objectives

9. At the conclusion of this lesson, participants will understand how to conduct a comprehensive job search for employment.
10. At the conclusion of this lesson, participants will have mastered basic job search strategies and be able to apply them in their personal employment search.
11. After completing this lesson, participants will have compiled all the necessary information to engage in an effective job search in their Targeting Success Student Portfolio.

Lesson 5: Cover Letter and Job Applications

Lesson Plan

Lesson Key Concepts

Definition and Use of Cover Letters
and Job Applications
Parts of the Cover Letter
Cover Letter Content
Identifying Your Skills
Employer Expectations on the
Job Application
Why Job Applications are Used
Job Application Techniques
Avoiding Errors on Job Applications
Legal/illegal Questions for Job Applications
Communication (written)

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Expert Interviews

Lesson Assessment

Pre-test/post-test
Student Portfolio

Lesson Objectives

12. At the conclusion of this lesson, participants will understand how to construct an employment cover letter and complete a quality job application.
13. At the conclusion of this lesson, participants will have developed the ability to present themselves in a positive manner to prospective employers.
14. After completing this lesson, participants will have compiled all the necessary information to use a cover letter and complete job applications in an effective job search in their Targeting Success Student Portfolio.

Lesson 6: Interview Skills (Part 1)

Lesson Plan

Lesson Key Concepts

Defining the Interviewing Situation
Interview Techniques
Employer Expectations for
the Interview
Information Resources
(print and internet)
First Impressions
Appropriate Dress/Etiquette
Legal/illegal Questions
Following-up the Interview
Communication (written, verbal and non-verbal)

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Expert Interview

Lesson Assessment

Pre-test/post-test
Student Portfolio

Lesson Objectives

15. At the conclusion of this lesson, participants will understand how to prepare for the interview situation and to ensure that employers view them in a positive light.
16. At the conclusion of this lesson, participants will be able to conduct an effective job interview and follow-up with the prospective employer in order to have the best possible chance for employment.
17. After completing this lesson, participants will have compiled all the necessary information to use in preparing for interviews in their Targeting Success Student Portfolio.

Lesson 7: Interviewing (Part 2)

Lesson Plan

Lesson Key Concepts

Observing the Interviewing Situation
Interview Techniques
Employer Expectations for
the Interview
Appropriate Dress/Etiquette
Communication (verbal and non-verbal)

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Interview Videos

Lesson Assessment

Pre-test/post-test
Student Portfolio

Lesson Objectives

18. At the conclusion of this lesson, participants will have viewed positive and negative interview techniques and be able to model appropriate interview behavior.
19. At the conclusion of this lesson, participants will be able to conduct an effective job interview with a prospective employer in order to have the best possible chance for employment.
20. After completing this lesson, participants will have compiled all the necessary information to use in preparing for interviews in their Targeting Success Student Portfolio.

Lesson 8: Basic Personal Finance (Part 1)

Lesson Plan

Lesson Key Concepts

Defining the Need for a Personal Budget
Understanding Your Paycheck
Basic and Non-basic Costs
Creating a Balanced Budget

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Expert Interviews
Community contacts
Credit Pay-off calculator
Budget Builder

Lesson Assessment

Pre-test/post-test
Personal Budget
Student Portfolio

Lesson Objectives

21. At the conclusion of this lesson, participants will understand the components of a personal budget and be able to construct a balanced monthly budget.
22. At the conclusion of this lesson, participants will generate a balanced personal budget that they can use for a successful.
23. After completing this lesson, participants will have compiled all the necessary information to implement a balanced personal budget and to make informed financial decisions on basic living expenses in their Targeting Success Student Portfolio.

Lesson 9: Basic Personal Finance (Part 2)
Financial Institutions & Borrowing
Lesson Plan

Lesson Key Concepts

Defining and Using Financial Institutions
Fringe Financial Institutions (dangers)
Banking and banking services
Using Checking Accounts
Using Savings Accounts
ATM's
Debit Cards
Loans (student, home equity, auto, mortgages)
Interest rates
Credit Cards

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Expert Interviews
Credit Card Pay-off
Calculator

Lesson Assessment

Pre-test/post-test
Personal Budget
Student Portfolio

Lesson Objectives

24. At the conclusion of this lesson, participants will develop an understanding of how to use financial institutions and the appropriate use of each type of institution and service for their own financial decisions.
25. At the conclusion of this lesson, participants will be able to use credit wisely and develop a credit card debt payment plan if they need one.
26. After completing this lesson, participants will have compiled all the necessary information to use financial institutions and services in their Targeting Success Student Portfolio.

Lesson 10: First Steps Toward Investing

Lesson Plan

Lesson Key Concepts

Building a Sound Financial Foundation
Emergency Funds
Social Security Benefits
Insurance Types and Needs
(life, disability, health, home/property, auto)
Home Ownership
Saving and Investment
Adjusting Your Financial Goals
Inflation
Rule of 72
Stocks
Bonds
Financial Risk

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Expert Interviews
Inflation Adjustment
Calculator
Budget Builder

Lesson Assessment

Pre-test/post-test
Personal Budget (revision)
Financial Goals (revision)
Student Portfolio

Lesson Objectives

27. At the conclusion of this lesson, participants will understand the components of a financial investment plan.
28. At the conclusion of this lesson, participants will revise their financial goals with short, medium and long-term goals that they can use for a successful financial future.
29. After completing this lesson, participants will have compiled all the necessary information to implement a basic financial investment and to make informed financial decisions on in their Targeting Success Student Portfolio.

Lesson 11: Saving and Investing
Lesson Plan

Lesson Key Concepts

Basics of Investing
Using Employer Investment Opportunities
401K& 403B
Diversification of Investments
Dollar Cost Averaging
Mutual Funds (bond, stocks, indexed)
Balanced Assets
Measures of Risk and Return
Retirement Planning
IRA's

Lesson Time: 1-2 Hours

Learning Modalities

Narrated Instruction
Student Worksheets
Expert Interviews
Annuity Calculator
Internet Resources

Lesson Assessment

Pre-test/post-test
Personal Budget (revision)
Financial Goals (revision)
Student Portfolio

Lesson Objectives

30. At the conclusion of this lesson, participants will understand the basic strategies that should control investment decisions.
31. At the conclusion of this lesson, participants will begin to develop a propensity for viewing financial decisions in the "long-term."
32. After completing this lesson, participants will have compiled basic information needed to begin to make investment decisions in their Targeting Success Student Portfolio.

Lesson 12: Community Networking
Lesson Plan

Lesson Key Concepts

Job Placement Services
Bureau of Motor Vehicles
Substance Abuse centers
Academic Opportunities
Housing Resources
Substance Abuse and Mental Health Centers

Lesson Time: One Hour

Learning Modalities

Narrated Instruction
Student Worksheets
Database of Community
Resources

Lesson Assessment

Student Portfolio

Lesson Objectives

33. At the conclusion of this lesson, participants will understand the resources available for assistance.
34. After completing this lesson, participants will have a complete life plan that if followed will assist them in becoming successful with both their careers and financial goals.