

Curriculum Guidance

Skeleton Framework for ESLTP Program

Orientation

Explanation of Program

- a. Eligibility
- b. Goals of Program
- c. Expectations of the students and the program

Administration of the TABE Test

Completion by Students

- a. Registration
- b. ESLTP Forms (Contact Data)
- c. Job Skills Assessment

Career Exploration and Awareness

Self Assessment

Career Exploration

- a. Career Interest Inventory
- b. Occupational Outlook
- c. workNet
- d. Explore College Career Placement Resources

Job Skills

Professional Development

- a. Teamwork
- b. Communication Skills

Time Management

Workplace Ethics

Positive Attitude

Workplace Health and Safety

Workplace Legal Matters

Introduction to workplace computing

Survival Skills

Consumer Economics

Money Management

- a. Banking and Credit

- b. Insurance
- c. Taxes

Application and Resume

Completion by Students

- a. Resume Worksheet
- b. Resume
- c. Cover Letter
- d. Sample Employment Application

Job Search

Dress for Success

Interview

- a. Interview Practice Questions
- b. Interview Follow-up Thank you Letter
- c. Mock Interview

Completion by Students

- a. Classified Ad
- b. Illinois Job Outlook

Transition

Goal Setting

Postsecondary Educational Opportunities

- a. Programs
- b. Financial Aid
- c. Scholarships

Qualifications and Requirements for College, Technical Training and/or Military

Job Shadowing Experience

College Course Audit Experience