

SmartLiving 12 Week Employability Program

Week 1 / Day 1) Induction. Expectations. Boundaries. Code of Code. Introduction to PDP and action planning.	Thursday 21-8-14
Week 2 / Day 2) Problem Solving and team building	Friday 22-8-14

Community project discussion

Week2 / Day 1) Equality and diversity. Maslow Hierarchy of needs. Person development plan / Johari development tree??	Thursday 28-8-14
Week 2 / Day 2) Confidence & Motivation. Personality Profiling. Understanding strengths and weaknesses. Key skills & attributes.	Friday 29-8-14

Complete initial 1-1 reviews. Agree action plan / Targets / Community project research

Week 3 / Day 1) Basic IT skills . Creating email address. Universal jobmatch.	Thursday 4-9-14
Week 3 / Day 2) CV's. Good practice. CV completion	Friday 5-9-14

Week 4 / Day 1) Analysing a vacancy. Planning a telephone call. Letter writing. Placement searching. What is community(Fife)	Thursday 11-9-14
Wee4 / Day 2) Application forms. Interview skills. Placement searching What is community(Falkirk)	Friday 12-9-14

Week 5 / Day 1) Mock interviews . Placement Searching. Finalising community project	Thursday 18-9-14
Week 5 / Day 2) Health and Safety / Risk Assessment presentation. Complete community project risk assessment. Placement searching.	Friday 19-9-14

Week 6 / Day 1) Carry out community project	Thursday 25-9-14
Week 6 /Day 2) Carry out and complete community project in	Friday 26-9-14

Week 7 / Day 1) Review community project. Placement searching. Employment law session. Begin planning end of event celebration	Thursday 2-10-14
Week 7 / Day 2) Transition into employment. Work life balance. Drug and alcohol awareness? Confirming placements	Friday 3-10-14

Complete 2nd 1-1 reviews and progress

Week 8 / Day 1) Using Social Media. Confirming placements	Thursday 9-10-14
Week 8 / Day 2) Finalising placements. Placement expectations. Log book completion.	Friday 10-10-14
Week 9 / Days 1-4 Placement	13 th , 14 th 15 th , 16 th October 2014
Week 9 / Day 5) Placement Review, update log books. Introduction to peer education. Plan end of event celebration	Friday 17-10-14
Week 10 / Days 1-4 Placement	20 th , 21 st , 22 nd , 23 rd October 2014
Week 10 / Day 5 Placement review. TBC.	Friday 24-10-14
Week 11 / Days 1-4 Placement	27 th , 28 th , 29 th , 30 th October 2014
Week 11 / Day 5 Placement review. Finalise celebration event	Friday 31-10-14
Week 12 / Day 1) Update CVs, final 1-1s. Next step action plans	Thursday 6-11-14
Week 12 / Day 2) Complete final 1-1s. . Course evaluation. Celebration event	Friday 7-11-14