



Graduation Action Plan: 11th Grade Career and College Planning Unit

Module Five: “The World of Work”

Topic	Sub-Topics	Objectives	Resource/s
Employability Skills	<ul style="list-style-type: none"> • Networking • Information Interviewing • Monthly Expenses • Resume Writing • Cover Letter • Job Applications • Interview Skills • Work Permits 	<p>All eleventh grade students will be able to:</p> <ul style="list-style-type: none"> ✓ Cite the “Three Magic Networking Questions” (CCPG pg 14) ✓ Complete a monthly expense sheet (CCPG pg 15) ✓ Cite at least six components of a resume (CCPG pg 16) ✓ Cite five components of a cover letter (CCPG pg 18) ✓ Cite six important considerations in completing an application (CCPG pg 19) ✓ Cite at least eight important things to before, during or after an interview (CCPG pg 19-20) ✓ Cite the necessary steps in obtaining a work permit (CCPG pg 21) ✓ Cite six methods used to look for jobs (pg 22-23) 	<ul style="list-style-type: none"> ➤ Grade Eleven: Module Five Powerpoint/Overheads ➤ <i>College and Career Planning Student Guide (pg.14-23)</i> ➤ www.access.bridges.com ➤ www.academicinnovations.com/report.html ➤ Grade Eleven: Module Five Worksheet
Post-Secondary Plans (EXIT INTERVIEW)	<ul style="list-style-type: none"> • Post-Secondary Goals • Backup/Alternative Plans 	<p>All eleventh grade students will be able to:</p> <ul style="list-style-type: none"> ✓ Develop and present a personal Post-Secondary Plan to his/her counselor 	<ul style="list-style-type: none"> ➤ <i>Post-Secondary Plan Worksheet</i> ➤ <i>One-on-one interview with counselor</i>

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