

Class Syllabus - Securing Gainful Employment

Razing Barriers Raising Bars

Introduction

Course Description

Securing gainful employment is one of the single most important aspects of successful reentry, and it can also be one of the most difficult. In this course, we will be identifying obstacles to employment as well as strategies and best practices for overcoming those barriers.

As part of this class you will be asked to think about your career trajectory. If you had to write out the arc of your work life, what would this moment be and where will you go over time?

Facilitators:

Lily Hamilton; Case Manager at Five Keys Schools and Programs
Incarcerated for 15.5 years in the F.B.O.P. - released in May 2020
Paul Rothschild; Business Development Manager at Skylines One
Incarcerated for 8.5 years in the F.B.O.P. - released in June 2020

Guest; Adrienne Hatter, Director of Programs at 70millionjobs.com

Schedule

Meetings are scheduled every Wednesday evening from 7:30 to 9:00pm Central Standard Time.

March 24 through May 12

Please join our class with Zoom

<https://zoom.us/j/94681231693>

The Hinda Institute is inviting you to a scheduled Zoom meeting.

Topic: Securing Gainful Employment

Time: Mar 24, 2021 07:30 PM Central Time (US and Canada)

Every week on Wed, until May 5, 2021, 8 occurrence(s)

Mar 24, 2021 07:30 PM

Mar 31, 2021 07:30 PM

Apr 7, 2021 07:30 PM (with guest speaker from 70 Million Jobs!)

Apr 14, 2021 07:30 PM

Apr 21, 2021 07:30 PM

Apr 28, 2021 07:30 PM

May 5, 2021 07:30 PM

May 12, 2021 07:30 PM

Join Zoom Meeting

<https://zoom.us/j/94681231693>

Meeting ID: 946 8123 1693

Classroom Etiquette

- Please use the Raise Hand function if you would like to ask a question or make a comment
- Treat everyone with the respect that you would like to receive, there are no stupid questions
- Please keep questions relevant to the topic of discussion
- If you have an issue specific to you, we can arrange a side discussion or refer to a mentor, case worker or tutor
- Please show respect by arriving on time for class (on time means 5 minutes early) and we will strive to end on time
- If we do not have time to address all questions or comments, we will keep a list and try to get them in another session

Course Objectives

Successful students will be able to develop their “Work Story”, including:

- Use Google Docs to develop an electronic resume
- Practice turning challenging questions into opportunities
- Employment history gap
- Criminal history
- Learn about alternative employment opportunities
- Become familiar with job search strategies and resources
- Handle questions about incarceration during interviews

Session 1 - March 24th

1. Introduction
 - a. Instructors
 - b. Technology and tools
 - c. Curriculum
 - d. Class format
 - e. Etiquette
 - f. Resources for employers
 - i. Work Opportunity Tax Credit
 - ii. Federal Bonding Program

Session 2 - March 31st

1. Google Docs
 - a. Saving files in the cloud
 - b. Editing with Google Docs
 - c. Sharing your resume
 - i. PDF format
 - ii. Email
 - iii. Upload

Session 3 - April 7th (Guest speaker!)

1. Cover pages - tell your story
2. Resume formats
 - a. Chronological
 - b. Functional
 - c. Combination
 - d. Targeted

Session 4 - April 14th

1. Starting your resume
 - a. Elaborating on work history
 - b. Filling gaps

Session 5 - April 21st

1. Develop a basic cover page
 - a. Customizing it to each opportunity
2. Refining your resume
 - a. Review and rewrite
 - b. Review and rewrite, again
 - c. Layout and spacing

Session 6 - April 28th

1. Interview practice
 - a. Presentation, greetings and grooming
 - b. What to expect, how to make the most of your interview
 - c. Challenging questions

Session 7 - May 5th

1. Finding work
 - a. Temporary alternatives
 - b. Job websites
 - c. Networking

Session 8 - May 12th

1. Final assignments
 - a. Present the arc of your work life, your "Work Story"
 - b. Deliver resume
 - c. Mock interviews
 - d. Complete Course Evaluation in class