

Statewide Transportation, Distribution, and Logistics (TDL) Curriculum:

Career Development
Module

Statewide Transportation, Distribution, and Logistics Curriculum: Career Development Module

Introduction	iii
Module Outline	vi
Career Development Module	1
Activities/Resources for Outcomes	9
Outcomes #1 & 4: Job application & Fact sheet---	10
Outcomes #3 & 5: Job resumes & Cover letters---	18
Outcomes #7 & 9: TDL interview-----	22
Outcome #12: Thank you letter-----	31
Outcomes #16, 17, & 18: Problem solving-----	33
Outcome #22: OSHA-----	35
References	37
Standards for Outcomes	39

Statewide Transportation, Distribution, and Logistics Curriculum: Career Development Module

FOUNDATIONS FOR DESIGN

- ✓ Instruction emphasizes learning by doing through projects and simulations; therefore, the instructor is a facilitator or learning coach.
- ✓ Each module emphasizes communication, teamwork, and critical thinking.
- ✓ Content is contextualized for transportation, distribution, & logistics (TDL) professions and their programs of study.
- ✓ Learning outcomes often require learners to meet and interact with academic and TDL professionals, engage in collaborative and individual projects involving authentic materials and resources, visit TDL and academic facilities, and complete documents and writing tasks for career paths with the guidance of learning facilitators.
- ✓ Specific units within modules may serve as precursors for additional units within the module. Many lessons and units may be repeated and expanded from one module to another.
- ✓ Self-advocacy and continual self-assessment and self-monitoring are inherent to each module while students must be introduced to, required to meet with, and encouraged to consult with the program coordinator as well as academic and employment professionals.
- ✓ Site visits to TDL and learning facilities, guest speakers, and conferences with employment and academic professionals are integral to the relevance and value of the program for students.

ASSUMPTIONS:

- ✓ Each agency or instructor who may use these modules or this program will adapt instructional strategies, content level of difficulty, learning activities and projects to meet the needs of the program's target population and adult learners of lower and higher academic levels.
- ✓ Referenced resources, relevant Internet links, learning activities (created, suggested, attached, or referenced) will be used, modified, or

Statewide Transportation, Distribution, and Logistics Curriculum: Career Development Module

- ✓ omitted based on student need and restraints of class time and resources.
- ✓ This curriculum will work in established internal partnerships within the academic community as well as external partnerships/relationships in the employment community.
- ✓ Units and lessons will be adapted to fit within varying contact hours of a program.

Module Description: The Career Development Module is designed to help students acquire the skills necessary to obtain employment and succeed in the workplace. This course provides the opportunity for students to improve and expand their employment skills in preparation for entrance into TDL occupations. Students will receive instruction, guidance, and support as they learn to conduct job searches, complete applications and résumés, and participate in employment interviews. The course will particularly emphasize workplace communication skills for the purposes of collaboration, problem solving and workplace relationships.

i-Pathways Alignment with the Statewide TDL Curriculum: The lessons identified in this document have connections with both i-Pathways and the intended learning objectives identified in the Statewide TDL Curriculum. The i-Pathways lessons can be used to build background knowledge, reinforce content, or provide learners with additional practice in a specific skill development.

Module Objectives

Students will:

- Demonstrate the ability to accurately complete employment applications
- Demonstrate the ability to create job specific resumes and cover letters
- Demonstrate an understanding of appropriate interviewing skills
- Demonstrate an understanding of effective workplace communication skills
- Demonstrate an understanding of workplace responsibility
- Demonstrate an understanding of workplace ethics
- Demonstrate an understanding of appropriate workplace relationships
- Demonstrate an understanding of workplace safety

Statewide Transportation, Distribution, and Logistics Curriculum: Career Development Module

Learning Outcomes

Students will:

- Compile and organize information for employment applications and resumes
- Complete paper and online employment applications
- Create job specific resumes and cover letters
- Participate in mock employment interviews
- Respond to interview questions and ask appropriate questions of the interviewer
- Write thank you letters and conduct phone calls following a mock interview
- Re-state verbal directions and ask for clarification
- Take notes and participate in meetings
- Apply the concept of teamwork to a variety of workplace situations
- Participate in a field trip to a TDL facility
- Explain the importance of workplace responsibility
- Use critical thinking skills to respond to workplace ethics violations
- Create and present a dialogue of appropriate workplace relationships
- Research and present information on workplace safety for a specific occupation

Methods of Instruction

- Small and large group discussions
- Role playing
- Mock interviews
- Hands-on activities
- Online research
- Field trip

Methods for Evaluating Student Performance

- Written and oral reports
- Group presentations
- Teacher observations
- Peer evaluations

Statewide Transportation, Distribution, and Logistics Curriculum: Career Development Module

Module Overview

Pre-Employment Preparation

- A. Completing employment applications
- B. Writing resumes and cover letters
- C. Preparing for employment interviews
- D. Participating in employment interviews
- E. Conducting follow-ups to interview

Workplace Communication and Skills

- A. Using appropriate verbal and nonverbal communication
- B. Asking for directions and clarification
- C. Participating in meetings
- D. Using teamwork in workplace situations
- E. Understanding workplace responsibilities and ethics
- F. Maintaining appropriate workplace relationships
- G. Understanding workplace health and safety

Module Outline

Pre-employment Preparation

1. Complete employment applications
 - a. Paper employment applications
 - i. View and discuss examples of paper applications
 - ii. Complete a paper application
 - b. Online employment applications
 - i. View and discuss examples of online applications
 - ii. Complete an online application
2. Write résumé and cover letter
 - a. View and discuss examples of cover letters and résumés
 - b. Compile and organize information needed to write one's own resume and cover letter
 - i. Employment history
 - ii. Education history
 - iii. Specialized training
 - iv. Other strengths and skills
 - c. Customize résumé and cover letter in response to an employment vacancy

Statewide Transportation, Distribution, and Logistics Curriculum: Career Development Module

3. Participate in employment interviews
 - a. Prepare for the interview
 - i. Getting to know the company
 - ii. Preparing responses to possible questions
 - b. Participate in the interview
 - i. Greeting the interviewer
 - ii. Responding to interview questions
 - iii. Asking questions about the company and the position
 - c. Follow up after the interview
 - i. Write a thank you letter
 - ii. Conduct a follow-up phone call

Workplace Communication and Skills

1. Facilitate verbal and nonverbal communication in the workplace
 - a. Re-state verbal directions and ask for clarification when directions are not clearly understood
 - b. Call to report an absence from work
 - c. Participate in meetings
 - i. Take notes to record information presented
 - ii. Ask questions for clarifications
 - iii. Share information and concerns with others
2. Express an understanding of soft skills in the workplace
 - a. Apply the concept of teamwork to a variety of workplace situations
 - i. Asking for and offering help
 - ii. Expressing an opinion
 - iii. Giving and receiving feedback
 - b. Express an understanding of workplace responsibility and ethics
 - i. Adhering to work schedules
 - ii. Adhering to work directives (for tasks, productivity, deadlines, etc.)
 - iii. Responding to ethics violations
 - c. Demonstrate an understanding of appropriate relationships with supervisors, co-workers, subordinates, and customers
 - i. Providing quality customer service
 - ii. Maintaining a professional distance
 - iii. Using formal and informal language
 - iv. Using nonverbal communication
3. Demonstrate an understanding of workplace safety
 - a. Research and present requirements for workplace health and safety for a chosen occupation