**Workplace Readiness Training**

**Example Activity Plan for Teaching Independent Living Skills**

**Topic: Getting to Know Your Community**

Instruction on independent living skills helps students develop the skills needed to manage and organize their personal lives.

**Activity Description:** Provide students with tools they can use to search for community resources (i.e, GoogleMaps, Tennessee Disability Pathfinder, individuals in their community). Guide students in identifying specific resources that will help them to gain more independence.

**Example Resource Categories:**

* Disability Advocacy Agencies
* Recreation Centers
* Banks
* Transportation Options
* Grocery and clothing stores
* Housing options and supports

**Reflection Questions:**After your students complete the activity, ask them the following questions to reflect on their experience.

1. How can identifying the resources in your community help you to gain independence?
2. What additional resource needs do you have and who can help you to identify them?

**Making Connections:**

1. How do you think these resources will be useful to you when you get a job?
2. How will these resources help you navigate your community?
3. What resources did you identify that you can start using now?

**Topic: Healthy Living Skills**

Instruction on healthy living provides students with tips to maintain employment. Health management includes making healthy choices as they relate to physical activity, nutrition, medication, and medical decisions. A healthy lifestyle can result in more productivity at work and reduce injury and sickness

**Activity Description**: Provide students with examples of skills that promote a healthy lifestyle. Engage students in a guided discussion of how incorporating healthy living routines can be beneficial to them as an employee.

**Example Healthy Living Skills:**

* Meal Planning
* Personal Care
* Health Management
* Following Routines or Schedules

**Reflection Questions:** After your students complete the activity, ask them the following questions to reflect on their experience.

1. What is one healthy living skill that you would like to improve or develop?
2. What is a routine that you are currently doing that helps you to live a healthy lifestyle?

**Making Connections:** Help students make connections between skills they currently have and skills they will use in the workplace.

* 1. How can following healthy living routines help you to be prepared as a student and as a future employee?
	2. How can practicing healthy living skills help you to be more independent?

**Topic: Privacy Practices**

Instruction on privacy practices will help students make informed decisions on who to share their personal information with and when it’s appropriate to share personal information.

**Activity Description:** Provide students with a variety of examples involving sharing their personal information with others. Guide students to determine if the scenario is an example of a situation where the information should be kept private, or the information should be shared.

**Example Scenarios:**

**Keeping your social security number safe**

* A new app you are trying to install on your phone asks you to enter your social security number.
* You are opening a new checking account, and the bank asks you for your social security number.

**Keeping your medical information safe**

* Your co-worker asks you what medications you take.
* Your doctor asks you what medications you are currently taking.

**Using social media safely**

* Your friend asks you for your TV login and password.
* You have a list of all your social media accounts with the passwords posted on your computer home screen.

**Reflection Questions:** After your students complete the activity, ask them the following questions to reflect on their experiences.

1. How do you know when it is safe to share personal information?
2. What personal information do you need to be careful about sharing?
3. What steps can you take if you are asked for personal information you don't feel comfortable sharing?

**Making Connections:** Help students make connections between when it is safe and unsafe to share personal information.

1. What are some examples where you will need to share personal information?
2. What personal information must be shared to become employed?
3. What are some of the consequences of not keeping your personal information private?

**Topic**: **Time Management and Schedules**

Time management involves creating a schedule to help you manage your daily activities and prioritize tasks. Creating a schedule will promote independence and establish a routine.

**Activity Description**: Guide students in reviewing the advantages of following a schedule. Provide students with the opportunity to modify a current schedule or create a schedule that supports their daily routine.

**Modify current schedules**

After sharing their current schedules, have students answer the following questions:

1. Is there anything they would like to change or add to their schedule?
2. Does their current schedule format meet their needs?

**Creating new schedules:**

1. Have students create a list of events or daily living tasks that could include school assignments, appointments, work tasks, chores or household responsibilities and other important information
2. Choose a calendar format (phone app, online calendar daily planner)
3. Add events into the calendar or planner
	1. Color coding or symbols can be used to assist with labeling the type of event or task
	2. Consider including information that may help prepare for the event, such as an address, contact, and items to bring
4. Explore options on how to “mark” items as done or completed

**Reflection Questions:** After your student completes the activity, ask them the following questions to reflect on their experience.

1. What are some examples of how your schedule will help you manage your time?
2. How can you use your schedule to meet your work goals?

**Making Connections:**

1. What similarities and differences do you see between a student’s schedule and an employee’s schedule?
2. What time management strategies do you use as a student that will also be helpful when you become an employee?