

# Uniform Curriculum Project

## Job Seeker Workshops

### Background

The Division of Employment and Workforce Solutions, together with One-Stop Career Centers across the state developed this curriculum to help One-Stop Centers provide and deliver workshops to job seekers.

The *Uniform Curriculum Project* began with a request from One-Stop Centers asking for assistance in crafting workshop curriculum that:

- a.) Provided fundamental information in various subject areas in a uniform format that could be easily adapted and delivered; and
- b.) Offered a range of activities and information that could accommodate varying job seeking skill levels of customers.

This curriculum, no matter where a One-Stop Center is located, helps to provide a consistent experience for our job seeking customers across the state.

All One-Stop Career Centers provide workshops that differ in time, space availability, and resources. By using this uniform curriculum, facilitators will be able to customize it appropriately to best fit their individual center's needs.

### Process

The New York Association of Training and Employment Professionals (NYATEP) in concert with NYSDOL, surveyed One-Stop Centers to determine which workshop topic areas were consistently delivered to job seeking customers. Following the survey, One-Stop Centers submitted workshop materials to NYATEP and NYSDOL (guides, PowerPoint presentations, handouts, etc.). These materials were analyzed for similarities, common themes, and current job search techniques. When content inconsistencies arose, career advisors and senior employment counselors provided additional consultation. The remaining content was then used to construct eight different workshop modules:

- Career Exploration
- Cover Letters
- Interviewing
- Job Search
- Networking
- Resume Writing
- Skills Identification
- Transferable Skills

One-Stop Career Centers have identified that these eight workshops are most commonly sought out and attended. We hope that these modules will provide a solid foundation for these workshops.

A focus group comprised of career advisors and employment counselors reviewed each module and provided their input to enhance the draft curriculum. Changes were made and the curriculum was then ready to be tested by workshop facilitators across the state. Eighteen One-Stop Centers volunteered to test pilot the curriculum. They provided feedback on improvements and recommendations for delivery,

and joined topic area discussion groups to share how they tailored the curriculum to meet their specific needs. This feedback was then collected and additional edits to the curriculum were made.

## The Uniform Curriculum- Facilitator’s Guide, PowerPoint Presentation & Handouts

Each workshop module includes a Facilitator’s Guide, PowerPoint presentation and handouts. The Facilitator’s Guide is essential in helping facilitators prepare for a workshop. Each Facilitator’s Guide includes: learning objectives, performance indicators, activities, optional activities, and recommended media that can be used to supplement each workshop. The Facilitator’s Guide also provides sample narrations for the facilitator to use, which can be modified to fit their own preferences. The Facilitator’s Guide references corresponding PowerPoint slides, making it easy to deliver and tailor content sections.

Pictures are included on the left hand side of the Facilitator’s Guide, which serve as indicators to help the facilitator anticipate different modes of delivery. The pictures correspond with narration suggestions, brainstorming and/or whiteboard activities, optional activities, computer based delivery, and time-shortening solutions. These pictures are all labeled in the key provided in each guide.

Each Facilitator’s Guide also provides a running order of activities identified by numbers. Each activity also references a corresponding handout. Handouts are labeled on the bottom of each worksheet so the facilitator can easily identify them. The facilitator has the flexibility to determine which handouts and activities will be used during the workshop session or if handouts are for a customer’s reference after the completion of the workshop.

The Instructor’s Notes section located on the right hand margin of each page of the

Facilitator’s Guide can be used to assist the facilitator during the workshop. This area can be used to jot down notes, ideas, additions, and variations to the existing curriculum.

	Media- includes social media and smartphone apps.
	Activity- includes brainstorming sessions, open discussions, etc.
	Microphone- gives facilitator language they can use.
	Note: Informs facilitator of a concern or something of interest.
	Handout- tells facilitator when a handout should be used or referred to.
	Time- let’s facilitator know when an activity can be shortened, omitted or referred to at a different time.
	Optional Activity- tells facilitator that an activity can be added should time allow.
	Advanced Optional Activity- offers facilitator an advanced activity. Often these activities require computers.
	Informs facilitator that filming or video equipment may be required.

### Preparation

Every facilitator should read the entire Facilitator’s Guide associated with the workshop topic they will be delivering to customers. Since we know that all One-Stop Career Centers differ in their approaches to workshops, facilitators will need to tailor the curriculum to fit their specific needs and the needs of their customers. The Facilitator’s Guide provides additional activities for workshops that have longer duration times and also offers time saving tips for workshops less than an hour in length.

It is important to remember that all groups of customers will be different. When possible, a facilitator should gather customer demographic information prior to their workshop to tailor the content to better

meet the needs of participating customers. For example, after reviewing a workshop sign-up sheet, a facilitator could review OSOS case files for participating customers to see: what industries customers are targeting, work history, education, etc. This way, facilitator's can better prepare themselves for customers who may need more information and customers who may have more experience and need less preliminary advice. Facilitator's can also change activities and examples to reflect industries and fields of interest of workshop participants to help customers better relate to the content.

Facilitators should consider adding to the list of Optional Media located on the Facilitator's Guide to include current examples and resources. YouTube videos and/or websites can be integrated in the workshop or provided to customers to view on their own. When using web based or social networking media, facilitator's must make sure videos and websites are checked **before** the workshop in case URLs have been modified or the resource has been removed.

## **Moving Forward**

We would greatly appreciate your feedback on this curriculum. If something needs updating or changing please send your suggestions and feedback to:  
Employment&WorkforceNews.wdtd@labor.ny.gov.

In time, you may find that some parts of the curriculum may need to be updated or revised. In that case, we would like to make the appropriate changes to the curriculum to ensure that our customers are receiving the best training possible and that you are working with the most polished curriculum.

## **Thank You**

We would like to thank all of the One-Stop Career Centers that participated in creating this curriculum:

Broome-Tioga Workforce, Career Central, CNY Works, Finger Lakes Works Career Center, Dutchess Works, Flushing Workforce1 Career Center, Genesee County Career Center, Hicksville Career Center, Malone One Work Source Center, Massapequa Employment Center, New York State Department of Labor Lower Manhattan Workforce1 Career Center, OneWorkSource, Orange Works Career Center, Oswego Workforce New York, Patchogue One-Stop, Rochester Works! Career Center, Sullivan Works One-Stop Center, and St Lawrence One-Stop Career Center.

Your help and feedback during the Uniform Curriculum Project will help us all meet our customers' needs.