



The GROW Program

PROGRAM DESCRIPTION (AGES 18-29)

The GROW (**G**etting **R**eady for **O**pportunities at **W**ork) Program is a holistic pre-employment training workshop that builds on students' strengths – helping them establish the skills they need to participate in the workforce. Utilizing a mixed modality of teaching that includes lecture-style presentation, class and group brainstorming and discussions, video modelling, group work, and role playing through different scenarios, students will be able to learn and apply information pertaining to appropriate work behaviors, teamwork, time management, communication skills, following direction, receiving feedback, asking for help, managing conflict, as well as practical living skills. Students will be able to identify their skills and strengths for suitable job matching, develop self-advocacy skills to address barriers and discuss required support and accommodations for job success. Students will learn and practice interview techniques, develop a marketable resume and gain hands on experience by participating in an unpaid work placement at a local business/community partner.

PROGRAM SCHEDULE:

Tuesday, Wednesday, Thursday – 9:30 AM – 2:30 PM

START DATE:

September 5, 2023

DURATION OF COURSE:

16 weeks

RESOURCES:

Skills to Pay the Bills: Mastering Soft Skills for Workplace Success [Created by The Office of Disability Employment Policy USA]

Getting There: A Curriculum for People Moving into Employment [Created by The University of Tennessee]

40 Icebreakers for Small Groups

Thinksheets [Created by Michelle Garcia Winner]

WEEK	DAY	THEME	DESCRIPTION
1	1	Zones of Regulation Being part of the group	Overview of the Zones of Regulation Zones toolboxes
	2	Expected & unexpected behaviours	Social behaviour mapping
	3	Introduction to the GROW program	Review of expectations Employability Assessments What is teamwork? What is independent work? The importance of having enthusiasm and a positive attitude
2	1	Sleep wellness	Sleep hygiene Sleep apps
	2	Improving daily routines	Get ready, do, done What are my responsibilities
	3	Employment action planning	What are my skills and strengths? How do I make a job match? What do I consider important in a job? What do I need to consider when looking for a job?
3	1	Sleep wellness	Sleep hygiene Sleep apps
	2	Improving daily routines	Get ready, do, done What are my responsibilities
	3	Addressing barriers and required supports and accommodations	Disclosing your disability: the pros and the cons Identifying potential and actual problem areas at work Problem solving in the workplace
4	1	Healthy habits	Nutrition Food safety Choices and decision making - needs vs wants Creating balance
	2	Practical living skills and hygiene habits	Personal hygiene Home hygiene Food hygiene Relationship hygiene
	3	Workplace ethics and expectations	Expected vs. unexpected behaviours in the workplace Professional hygiene and what to wear to work Health and safety

5	1	Healthy habits	Nutrition Food safety Choices and decision making - needs vs wants Creating balance
	2	Practical living skills and hygiene habits	Personal Hygiene Home hygiene Food hygiene Relationship hygiene
	3	Workplace ethics and expectations	Communication in the workplace Giving and receiving feedback Non-verbal communication/body language
6	1	Calendar planning	Agendas "To do" lists
	2	Self-awareness What is a person's reputation? Making a good first impression	The importance of appearances How do we achieve the reputation that we want to have for ourselves? How do you want others to think about you? Mirror Checks
	3	Workplace Ethics and Expectations	Giving and following directions How to organize your time How to deal with peer conflicts
7	1	Calendar planning	Agendas "To do" lists
	2	Self-awareness What is a person's reputation? Making a good first impression	The importance of appearances How do we achieve the reputation that we want to have for ourselves? How do you want others to think about you? Mirror Checks
	3	Interview Skills and Preparation	Preparing for an interview How to deal with disappointment
8	1	Communication skills	Conversational skills Reading social cues
	2	Social interactions	Perspective taking Problem solving Boundaries
	3	Experiential learning	Supported volunteer placements
9	1	Communication skills	Conversational skills Reading social cues

	2	Social interactions	Perspective taking Problem solving Boundaries
	3	Experiential learning	Supported volunteer placements
10	1	Communication skills	Conversational skills Reading social cues
	2	Social interactions	Perspective taking Problem solving Boundaries
	3	Experiential learning	Supported volunteer placements
11	1	Communication skills	Conversational skills Reading social cues
	2	Social interactions	Perspective taking Problem solving Boundaries
	3	Experiential learning	Supported volunteer placements
12	1	Money management	How to make change How to make a budget
	2	Using public transportation Community resources	Finding bus routes Reading a bus schedule Transportation time management
	3	Experiential learning	Supported volunteer placements
13	1	Money management	How to make change How to make a budget
	2	Using public transportation Community resources	Finding bus routes Reading a bus schedule Transportation time management
	3	Experiential learning	Supported volunteer placements
14	1	Money management	How to make change How to make a budget
	2	Using public transportation Community resources	Finding bus routes Reading a bus schedule Transportation time management
	3	Resume Development	How to develop a marketable resume
15	1	Job Searches	How to conduct a job search

	2	Completing an application	How to fill out a job application
	3	Employability assessment	Post program assessment: what did you learn?
16	1	Job searches	How to conduct a job search
	2	Completing an application	How to fill out a job application
	3	Future forward planning	Planning for the future