

IN-HOUSE JOB TRAINING: U.S. PROBATION OFFICE (Revised 3-14-11)

MONDAY:

08:30 - 09:30	Participants Arrive/Introduction/Ice-Breaker(Optional)
09:30 - 10:30	Smart Goal
10:30 - 10:45	Morning Break
10:45 - 11:45	Lesson I/start Lesson II
12:00 - 01:00	Lunch Break
01:00 - 02:00	Lesson II/start Lesson III
02:00 - 03:00	Lesson III
03:00 - 03:15	Afternoon Break
03:15 -04:00	Game Time I (Job Interest & Skills; “Am I ready?”)
04:00 - 04:30	Review of Resume Worksheet

TUESDAY:

08:30 - 08:40	Participants Arrive
08:40 - 09:45	Lesson IV
09:45 - 10:45	Lesson V
10:45 - 11:00	Morning Break
11:00 - 12:15	Lesson VI
12:15 - 01:15	Lunch Break
01:15 - 02:45	Resume Building/Clothing Closet
02:45 - 03:00	Afternoon Break
03:00 - 04:30	Resume Building/Clothing Closet

WEDNESDAY:

08:30 - 08:40	Participants Arrive
08:40 - 09:45	Lesson VII
09:45 - 10:45	Lesson VIII
10:45 - 11:00	Morning Break
11:00 - 12:15	Lesson IX
12:15 - 01:15	Lunch Break
01:15 - 02:45	Mock Interview/Finalize Resume/Game Time II
02:45 - 03:00	Afternoon Break
03:00 - 04:30	Mock Interview/Finalize Resume/Game Time II

THURSDAY:

08:30 - 08:40	Participants Arrive
08:40 - 09:45	Lesson X
09:45 - 10:45	Mock Interview II/ Practice/On-Line Job Application
10:45 - 11:00	Morning Break
11:00 - 12:00	Mock Interview II/Practice/On-Line Job Application
12:00 - 01:30	Lunch Break (Field Exercise)
01:30 - 02:30	Debrief Field Exercise/Job Sharing/Website/Community Resource
02:30 - 04:30	Guest Speakers/Graduation Ceremony