

# Course Overview Grid

Lesson Purpose	Materials Needed	Class Schedule
<p><b>Class 1: Welcome, Let's Get Started</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Orientation</li> <li>• Introductory Activities</li> <li>• Values, Goals, and Purpose</li> <li>• JfL Benefits and Expectations</li> </ul> <p><b>Bible References:</b>            Foundational Message: Understanding God's Plan Begins With Knowing God's Word 2 Timothy 3:16-17; Psalm 139:14; Genesis 1:26; Jeremiah 29:11</p>	<ul style="list-style-type: none"> <li>• Local Business Representative – prepared to talk about value of JfL training</li> <li>• Site Leadership, Champions and all volunteers</li> <li>• Jobs for Life Student Job Description Handout</li> <li>• Local Site "Schedule of Class Dates and Time Handout" (Not included in JfL Toolkit)</li> <li>• Required Task 1</li> <li>• Writing board/markers</li> </ul>	<p><b>1.1</b> Welcome, Let's Get Started  <b>1.2</b> Class Introductions  <b>1.3</b> Class Lecture and Discussion: Jobs for Life Benefits and Expectations  <b>1.4</b> Frequently Asked Questions  <b>1.5</b> Our Value and Our Journey  <b>1.6</b> Class Discussion: My Expectations  <b>1.7</b> Value Added Activity: Local Business Presentation (OPTIONAL)  <b>1.8</b> Marking Our Course – Summary, Looking Ahead, and Required Task</p> <p>Required Task 1:            My Value and My Goals</p>
<p><b>Class 2: Why Should I Take on The Journey?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Our Value</li> <li>• God's Design for Work</li> <li>• Concept of Roadblocks</li> <li>• Importance of Positive Relationships</li> <li>• Pre-Class Student Evaluation Survey</li> </ul> <p><b>Bible references:</b>            Foundational Message: We Are Not Alone, John 1:10-13, John 8:12; John 6:35, 38; 1 Thessalonians 5:5; Romans 8:35, 37; Genesis 1:26-28; Genesis 1:31-2:2, 2:15; Jeremiah 1:5; John 16:33; Romans 3:10, 3:23; Jeremiah 29:11; Matthew 11:28-30; Psalm 147:3</p>	<ul style="list-style-type: none"> <li>• My Value and My Goals (Required Task 1)</li> <li>• Required Task 2</li> <li>• Student Workbook</li> <li>• Writing board/markers</li> <li>• Site Leader</li> <li>• Jobs for Life Pre-Class Student Survey handout</li> <li>• Manila envelope or folder</li> <li>• Numbered notecards</li> <li>• Graduate Testimonies (available through your site account under "Materials and Templates")</li> <li>• Laptop, projector and HDMI cord or adapter</li> </ul>	<p><b>2.1</b> Welcome and Introductions; Marking our Course  <b>2.2</b> Guided Discussion: More About Me!  <b>2.3</b> Why Work?  <b>2.4</b> Learning from Other's Life Journeys (OPTIONAL)  <b>2.5</b> Whole Group Activity: Jack's Life Journeys  <b>2.6</b> Optional Small Group Activity: Anita's Life Journeys  <b>2.7</b> Trustbuilder &amp; Skillbuilder Activity: My Journey  <b>2.8</b> Pre-Class Student Survey  <b>2.9</b> Marking Our Course – Summary and Looking Ahead, Required Task</p> <p>Required Task 2:            My Journey</p>

Lesson Purpose	Materials Needed	Class Schedule
<p><b>Class 3: What Do I Bring to the Journey and What Do I Still Need?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Supply and Demand</li> <li>• Concept of Marketability</li> <li>• Parable of the Three Servants</li> <li>• Employment Assessment</li> <li>• First Impressions</li> </ul> <p><b>Bible References:</b> Foundational Message: Matthew 25:29</p>	<ul style="list-style-type: none"> <li>• Small Group Discussion Leaders</li> <li>• Student Workbook</li> <li>• Cell Phone Pyramid (in Student Workbook)</li> <li>• The Career Key Assessment Booklets (or other career assessment materials chosen by Site Leader)</li> <li>• Required Tasks 1 and 3</li> <li>• Writing Board/Markers</li> </ul>	<p><b>3.1</b> Welcome - Marking Our Course—We Are Here  <b>3.2</b> Which Kind of Cell Phone Would You Buy?  <b>3.3</b> Exploring Our Employment Skills  <b>3.4</b> Class Discussion: Parable of the Three Servants  <b>3.5</b> Skillbuilder Activity: Accentuating Positive Body Language  <b>3.6</b> Marking Our Course—Summary and Looking Ahead</p> <p>Required Task 3: My Journey-More About Myself My Job Search</p>
<p><b>Class 4: Who Is Driving?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• The Ideal Employee</li> <li>• Concept of Character</li> <li>• Joseph as an Ideal Employee</li> <li>• More First Impressions: Sharing My Journey</li> </ul> <p><b>Bible References:</b> Foundational Message - Getting the Most Out of Life, John 10:10; Jeremiah 29:11; Genesis 39:1-23; Colossians 3:22-24; Romans 13:1; Ephesians 6:7; 2 Timothy 2:22; Proverbs 11:3</p>	<ul style="list-style-type: none"> <li>• Student Workbook</li> <li>• Required Task 4</li> <li>• Writing board/markers</li> </ul>	<p><b>4.1</b> Marking Our Course: Welcome, We Are Here  <b>4.2</b> Character Traits  <b>4.3</b> Who Is Driving?  <b>4.4</b> Activity: Joseph’s Story  <b>4.5</b> Activity: Joseph’s Life Journey Chart  <b>4.6</b> Class Discussion: Joseph as an Ideal Employee  <b>4.7</b> Trustbuilder/Skillbuilder Activity: Sharing My Journey  <b>4.8</b> Marking Our Course—Summary and Looking Ahead</p> <p>Required Task 4: Character Counts</p>
<p><b>Class 5: How Do I Plan My Journey? (Vocational Planning)</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Vocational Planning – A Roadmap for Employment</li> <li>• God’s Plan in our Lives</li> <li>• More on Roadblocks</li> <li>• Avoiding Negative Body Signals</li> </ul> <p><b>Bible References:</b> Foundational Message: The Perfect Plan - Jeremiah 29:11; Proverbs 21:5</p>	<ul style="list-style-type: none"> <li>• Champions/Small Group Discussion Leaders</li> <li>• Student Workbook</li> <li>• Career Assessment Results (or other career assessment materials chosen by Site Leader) – from Class 3</li> <li>• Writing Board/Markers</li> <li>• Required Task 5</li> </ul>	<p><b>5.1</b> Marking Our Course: Welcome, We Are Here  <b>5.2</b> Activity: Character Counts Presentation  <b>5.3</b> Mapping Our Journey, Why Plan?  <b>5.4</b> Activity: Career Assessment Review  <b>5.5</b> Small Group Activity: What is an Employment Goal?  <b>5.6</b> Our Roadmap—Vocational Planning  <b>5.7</b> Skillbuilder Activity: Avoiding Negative Body Language  <b>5.8</b> Marking Our Course: Summary and Looking Ahead</p> <p>Required Task 5: My Vocational Plan Part 1 My Job Search Progress Report</p>

Lesson Purpose	Materials Needed	Class Schedule
<p><b>Class 6: How Do I Find My Destination (Job Search)</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Job Search Techniques</li> <li>• The Bible as Résumé</li> <li>• Effective Résumés</li> <li>• More Vocational Planning</li> <li>• Informational Interviewing</li> <li>• Job Applications</li> </ul> <p><b>Bible References:</b> Just For You – John 20:31</p>	<ul style="list-style-type: none"> <li>• Student Workbook</li> <li>• <b>Sample résumés and Job Search Tools</b> (e.g., classifieds, community job board postings, placement agency ads, employer postings, laptop/s for on-line job searches, etc.). <i>Recommended: Include exemplary and poorly written résumés to compare.</i></li> <li>• Required Task 6 • Writing board/markers</li> <li>• A variety of <b>sample job applications</b> for Students to complete—ideally some in hard copy and some online (Not included in Toolkit). <i>Recommended: Include exemplary and poorly written applications to compare.</i></li> </ul>	<p><b>6.1</b> Marking Our Course: Welcome, We Are Here</p> <p><b>6.2</b> Group Activity: My Vocational Plan</p> <p><b>6.3</b> Job Search Resources</p> <p><b>6.4</b> The Résumé</p> <p><b>6.5</b> Whole Group Skill Builder: Job Applications</p> <p><b>6.6</b> Skillbuilder: Informational Interview Overview</p> <p><b>6.7</b> Activity: Preparation for Employer’s Panel – Perspectives and Expectations</p> <p><b>6.8</b> Marking Our Course: Summary and Looking Ahead</p> <p>Required Task 6: My Résumé</p>
<p><b>Class 7: What Can I Expect When I Reach My Destination? (Workplace Culture)</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Employer Expectations (Roundtable)</li> <li>• Character in the Workplace</li> <li>• Informational Interview Practice</li> <li>• Parable of the Vineyard Workers</li> </ul> <p><b>Bible References:</b> Foundational Message: Working Together - Romans 12:4-5; Matthew 20:1-15</p>	<ul style="list-style-type: none"> <li>• <b>Business Community representatives</b></li> <li>• Index Cards (for upcoming Community Resource Panel, Class 8)</li> <li>• Required Task 7</li> <li>• Student Workbook</li> <li>• Writing board/markers</li> </ul>	<p><b>7.1</b> Marking Our Course: Welcome, We Are Here</p> <p><b>7.2</b> Community Activity: The Employer’s Perspective - Employer Panel 1</p> <p><b>7.3</b> Small Group Discussion: Character in the Workplace</p> <p><b>7.4</b> Skillbuilder Activity: Preparation for Community Resource Panel</p> <p><b>7.5</b> Marking Our Course - Summary, Looking Ahead, Required Task</p> <p>Required Task 7: My Vocational Plan Update New Job Leads My Job Search Progress</p>
<p><b>Class 8: What Are the Physical Roadblocks Along the Journey?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Community Resource Panel</li> <li>• Communication Skill-building • Mid-Point Celebration</li> <li>• Six-Month Vocational Plan</li> <li>• Graduation Requirements Review</li> </ul> <p><b>Bible References:</b> Foundational Message: Following God Is a Win-Win Solution – Proverbs 4:10-13</p>	<ul style="list-style-type: none"> <li>• Student Workbook</li> <li>• <b>Community resource representatives</b></li> <li>• A List of Local Community Resources (Not included in JfL Toolkit)</li> <li>• Mini-Celebration Refreshments &amp; Incentives</li> <li>• Required Task 8</li> <li>• JfL Journey Game Cards (Download off site account)</li> <li>• Graduate Testimonies (available through your site account under “Materials and Templates”</li> <li>• Laptop, projector and HDMI chord or adapter</li> <li>• Writing board/markers</li> </ul>	<p><b>8.1</b> Marking Our Course: Welcome. We Are Here</p> <p><b>8.2</b> Activity: Community Resources Panel – Informational Interviews</p> <p><b>8.3</b> Activity: My Vocational Plan Update</p> <p><b>8.4</b> Optional/Alternative Activity: JfL Journey Game/Mid-Point Mini-Celebration OR Skillbuilder Activity: Graduation Review Workshop</p> <p><b>8.5</b> Marking Our Course – Summary and Looking Ahead, Required Task 8</p> <p>Required Task 8: My Roadblock Action Plan</p>

Lesson Purpose	Materials Needed	Class Schedule
<p><b>Class 9: What Are the Emotional Roadblocks Along the Journey?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>Emotional Roadblocks - Taking Responsibility</li> <li>David’s Story - A man after God’s own heart</li> <li>Concept of Forgiveness</li> <li>Résumé Writing</li> </ul> <p><b>Bible References:</b> Foundational Message – The Power of Forgiveness - Psalm 51:1-12; 2 Samuel 11:1-15; 26-27</p>	<ul style="list-style-type: none"> <li>Champions/Small Group Discussion Leaders</li> <li>Required Task 9</li> <li>Student Workbook</li> <li>Résumé samples (both strong and weak)</li> <li>Writing board/markers</li> </ul>	<p><b>9.1</b> Marking Our Course: Welcome, We Are Here  <b>9.2</b> Activity: David’s Story  <b>9.3</b> Small Group Activity: My Emotional Roadblocks  <b>9.4</b> Skillbuilder: Résumé Workshop  <b>9.5</b> Marking Our Course – Summary and Looking Ahead, Required Task</p> <p>Required Task 9: Job Search Activity Update</p>
<p><b>Class 10: What Do I Need On the Journey? (Part 1)</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>The Character of Ruth</li> <li>Positive Role Modeling</li> <li>Interviewing Strategies and Techniques</li> <li>Public Speaking</li> </ul> <p><b>Bible References:</b> Foundational Message: God’s Power to Change – Philippians 4:13; Ruth 1-3; Mark 12:30-31; Psalm 139:14</p>	<ul style="list-style-type: none"> <li>Champions and/or Discussion Leaders</li> <li>Student Workbook</li> <li>Required Task 10</li> <li>Writing board/markers</li> </ul>	<p><b>10.1</b> Marking Our Course: Welcome, We Are Here  <b>10.2</b> Activity: Where Are We On Our Employment Journey?  <b>10.3</b> Reading and Discussion: Ruth’s Character  <b>10.4</b> Small Group Activity: A Role Model  <b>10.5</b> Skillbuilder Activity: Interview Strategies and Skills  <b>10.6</b> Marking Our Course – Summary and Looking Ahead, Required Task</p> <p>Required Task 10: “Tell Me About Yourself” -60 Second Commercial</p>
<p><b>Class 11: What Do I Need On the Journey? (Part 2)</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>More on Our Character</li> <li>The Parable of the Lost Son</li> <li>60-Second Commercials</li> <li>Interviewing Strategies • Résumé practice</li> </ul> <p><b>Bible References:</b> Foundational Message: It is Never Too Late to Change - Luke 15:18–24; Philippians 4:13</p>	<ul style="list-style-type: none"> <li>Champions/Discussion Leaders</li> <li>Student Workbook</li> <li>Writing board/markers</li> <li>Class 11 Required Task</li> </ul>	<p><b>11.1</b> Marking Our Course: Welcome, We Are Here  <b>11.2</b> Reading Activity: The Parable of the Lost Son  <b>11.3</b> Presentation Skillbuilder: My 60-Second Commercial  <b>11.4</b> Skillbuilder Activity: Introduction to Types of Interview Questions  <b>11.5</b> Small Group Skillbuilder: Answering Difficult Questions  <b>11.6</b> Skillbuilder Activity: Behavioral Interview Questions  <b>11.7</b> Skillbuilder Activity: Résumé Workshop  <b>11.8</b> Marking Our Course – Summary and Looking Ahead, Required Task</p> <p>Required Task 11: Interview Question Practice My 60-Second Commercial</p>

Lesson Purpose	Materials Needed	Class Schedule
<p><b>Class 12: How Do I Ask For Directions?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Mock Interview Practice</li> <li>• Employer Expectations</li> <li>• Job Readiness Skills</li> <li>• Answering Difficult Questions</li> <li>• Role-Playing</li> </ul> <p><b>Bible References:</b> Foundational Message: You Can Always Ask God For Help - James 1:5 and Matthew 7:7-8; Philippians 1:6</p>	<ul style="list-style-type: none"> <li>• Student Workbook</li> <li>• Champions and Discussion</li> <li>• <b>Business representatives/ volunteers</b></li> <li>• Student Résumés</li> <li>• Mock Interview Outline (Role Play)</li> <li>• Observer’s Feedback Forms</li> <li>• Required Task 13</li> <li>• Writing board/materials</li> <li>• <b>OPTIONAL:</b> TV/Videotaping equipment</li> </ul>	<p><b>12.1</b> Marking Our Course: Welcome, We Are Here</p> <p><b>12.2</b> Skillbuilder Activity: Employer Panel 2</p> <p><b>12.3</b> Practice Activity: Mock Interview 1</p> <p><b>12.4</b> Practice Activity: Mock Interview 2 and Optional Mock Interview 3</p> <p><b>12.5</b> Marking Our Course – Summary and Looking Ahead, Required Task</p> <p>Required Task 12: Completing My Résumé and Roadmap - My Vocational Plan</p>
<p><b>Class 13: How Do I Know If I Am Going In The Right Direction?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Revisiting Joseph’s Character</li> <li>• The Concept of Faith</li> <li>• Strengthening Character Traits</li> <li>• Decision-making Skills</li> </ul> <p><b>Bible References:</b> Foundational Message: Following God Is a Win-Win Situation - Luke 9:23; Joshua 1:9; Genesis 41: 39- 49; 50-52; 53-57; Genesis 45:1-15; Genesis 50:15-21; Matthew 25:14- 30; Zechariah 8:4-5; Proverbs 14:23; Proverbs 15:32-33; Mark 12:28-31; Philippians 3:13.</p>	<ul style="list-style-type: none"> <li>• Champions/Small Group Discussion Leaders</li> <li>• Required Task 13</li> <li>• Student Workbook</li> <li>• Story of Modern Day Role Model (from Appendix)</li> <li>• Writing board/markers</li> </ul>	<p><b>13.1</b> Marking Our Course: Welcome, We Are Here</p> <p><b>13.2</b> Review of Joseph’s Story</p> <p><b>13.3</b> Reading &amp; Guided Discussion Activity: More About Joseph</p> <p><b>13.4</b> Small Group Activity: How Faith Can Work For Me</p> <p><b>13.5</b> Skillbuilder Activity – Decision-Making</p> <p><b>13.6</b> Marking Our Course – Summary, Looking Ahead, and Required Task 13</p> <p>Required Task 13: My Job Search Progress Chart My Vocational Plan Update</p>
<p><b>Class 14: What Happens If I Make A Wrong Turn?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Jonah’s Story: Disobeying God</li> <li>• Dealing with Anger and Disobedience</li> <li>• Practicing Communication Skills</li> <li>• Signs of Being Lost</li> <li>• Forgiveness</li> </ul> <p><b>Bible References:</b> Foundational Message: When We Are Lost, There is a Way Back; Luke 19:10, John 8:12, Psalm 145:18; Jonah 1-4; Matthew 18:21-35</p>	<ul style="list-style-type: none"> <li>• Student Workbook</li> <li>• Champions/Small Group Discussion Leaders</li> <li>• Writing board/markers</li> </ul>	<p><b>14.1</b> Marking Our Course: Welcome, We Are Here</p> <p><b>14.2</b> My Six-Month Vocational Plan</p> <p><b>14.3</b> Lecture &amp; Discussion - Signs of Being Lost: Jonah’s Story</p> <p><b>14.4</b> Whole Group: What Can We Do When We Make A Wrong Turn?</p> <p><b>14.5</b> Small Group Activity: A Parable on Forgiveness</p> <p><b>14.6</b> Skillbuilder Scenario: Forgiveness At Work - A Role Play</p> <p><b>14.7</b> Marking Our Course – Summary, Looking Ahead, and Required Task</p> <p>Required Task 14: Self-Reflection Exercise Am I Ready To Graduate?</p>

Lesson Purpose	Materials Needed	Class Schedule
<p><b>Class 15: How Do I Stay On the Journey At Work?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Employee Evaluations</li> <li>• More about Joseph</li> <li>• Job Readiness Skills and Mobility</li> <li>• Concept of Employer Satisfaction</li> <li>• More on Conflict Resolution</li> <li>• The Win-Win Principle</li> </ul> <p><b>Bible References:</b> Foundational Message: We Can Overcome - John 16:33</p>	<ul style="list-style-type: none"> <li>• Business Representative (Optional)</li> <li>• Champion/Discussion Leaders</li> <li>• Student Workbook</li> <li>• Sample employee evaluation form/s</li> <li>• Required Tasks 14 and 15</li> <li>• Writing board/markers</li> </ul>	<p><b>15.1</b> Marking Our Course: Welcome, We Are Here</p> <p><b>15.2</b> What is Employer Satisfaction?</p> <p><b>15.3</b> Small Group Activity: Increasing Employer Satisfaction</p> <p><b>15.4</b> Role Play Activity: Conflict Resolution</p> <p><b>15.5</b> Lecture: Employee Evaluations</p> <p><b>15.6</b> Small Group Activity: Employee Evaluation - A Role Play</p> <p><b>15.7</b> Marking Our Course – Summary and Looking Ahead</p> <p>Required Task 15: “Where Am I On My Journey”</p>
<p><b>Class 16: How Do I Stay on the Journey?</b></p> <p><b>Primary Focus:</b></p> <ul style="list-style-type: none"> <li>• Training Review and Evaluation</li> <li>• Student Reflection</li> <li>• Post-Class Student Evaluation Survey</li> <li>• Importance of Character</li> <li>• Progress Reports</li> </ul> <p><b>Bible References:</b> Foundational Message: Practice What You Have Learned - James 1:22-25; Proverbs 3:5-6; 2 Timothy 4:7; Philippians 4:13</p>	<ul style="list-style-type: none"> <li>• Student Workbook</li> <li>• All leaders, Champions and volunteers should be present for the final class</li> <li>• Course Review Game Materials (Provided online at <a href="http://www.jobsforlife.org/Resources">www.jobsforlife.org/Resources</a>)</li> <li>• Graduation Details (Date, Time, Place, etc.)</li> <li>• Jobs for Life Student Evaluation Survey</li> <li>• Mini-Celebration Refreshments</li> <li>• Writing board/markers</li> </ul>	<p><b>16.1</b> Marking Our Course: Welcome, We Are Here</p> <p><b>16.2</b> Review Activity: JfL Journey Game: What Did We Learn?</p> <p><b>16.3</b> Class Discussion: Staying on the Journey—Character Is Key</p> <p><b>16.4</b> Closing Summary: What Did We Learn? A Time to Reflect</p> <p><b>16.5</b> Post-Class Student Evaluation Survey</p> <p><b>16.6</b> Activity: My Journey Progress Report - A Time of Sharing</p> <p><b>16.7</b> A Time of Celebration!</p>