# 





# **Table of Contents**

Introduction 1
Lesson 1: Student Introduction
Lesson 2: First Impressions 5
Lesson 3: Professional Dress
Lesson 4: Positive Attitude
Lesson 5: Communication 101
Lesson 6: Professional Writing
Lesson 7: Public Speaking
Lesson 8: Organization
Lesson 9: Time Management
Lesson 11: Resume Writing
Lesson 12: Cover Letters
Lesson 13: Branding
Lesson 14: Networking
Lesson 16: Interviewing
Lesson 17: Self-Advocacy and Diversity in the Workplace



# INTRODUCTION

Tenacity centers on the development of three character strengths: poise, initiative, and tenacity. Through each lesson you will begin to acquire these three character strengths. Not only will Tenacity introduce you to these character strengths, but each lesson will develop the habits and mindsets that will give you a better chance at being successful for the duration of your work career. The goal by the end of Tenacity is to have fully integrated the three character strengths into your work habits.

The three character strengths are essential to the acquisition and advancement of any given professional skill. Through Tenacity, you will learn individual professional skills such as resume writing, public speaking, and professional dress. These individual skills, while necessary, are not the only skills needed to create success in life after high school. Fundamentally, the character strengths of poise, initiative, and tenacity speak to the manner in which one approaches challenges and the learning process. And the Tenacity approach will do more to empower you to learn and develop the necessary skills needed to advance your career than any other approach that focuses on one specific skill.

Too often, one's attention on goals and aspirations diverts one's focus away from the attitudes and mindsets required to fulfill

those goals and aspirations. Goals are certainly an important piece, but goals should not replace a disciplined focus on the processes that bring the goals to fruition. Furthermore, placing value in the process of the work itself, as opposed to the resulting rewards, leads one to have a more satisfactory work life. It leads one to develop an appetite for labor that is critical to a fulfilling career.

Character strengths are more meaningful to students and teachers than any particular lesson about a professional skill. The argument that the ability to craft a resume is the make-orbreak moment for your career is false. There is, however, much truth to the claim that the poise, initiative, and tenacity that you will develop in the course of grappling with drafting a resume, or whatever professional skill you happen to be developing, will better equip you to pursue future professional positions.

The focus on character strengths is a philosophy that is applicable well beyond the bounds of professional life. It better equips you to engage the array of both personal and professional challenges you are bound to encounter.

Tenacity is about building strong men and women. Success is what follows.

Name:
Date:
Lesson 1 – An Introduction to Poise, Initiative, and Tenacity
<b>Do Now:</b> Discuss what you think the definition of the word given to you is with a partner. Then come up with a time that you, or someone you know, exhibited this characteristic. After, we will talk as a class to fill in the rest of the words below.
Poise:
Example:
Initiative:
Example:
Tenacity:
Example:

# **Employability Skills Assessment**

For each topic, circle the description that best applies to you.

Poise	1 = Below Standards/Expectations	2 = Meets Standards/Expectations	3 = Exceeds Standards/Expectations
First Impression: Makes a positive first impression when meeting people	I do not act respectfully towards others. I do not typically display professional or responsible behavior.	I am usually respectful towards others and display professional and responsible behavior. I sometimes lack confidence.	I use confident body language. I am always respectful towards others and always display professional and responsible behavior
Professional Dress: Understands how to dress professionally for a variety of occasions	I rarely dress appropriately for the occasion.	I usually am appropriately dressed for the occasion.	I am always appropriately dressed for the occasion.
Attitude: Is aware of how actions affect other people	I act with little concern for what others think. I am not always respectful towards others. I tend to be a negative person.	For the most part I treat others respectfully by being polite. I usually consider how my actions affect others. I try to be positive.	I always treat others respectfully. I Use positive vocal or facial expressions and body language. I am a positive person and I project positivity.
Professional Communication: Knows how to code switch and communicate professionally	I frequently use inappropriate language. I often display disrespectful behavior.	For the most part I communicate respectfully, using appropriate language. I am not always sure what language is appropriate in different scenarios.	I always communicate respectfully, using appropriate language suitable for the professional work environment. I have mastered the art of code switching.
Public Speaking: Is comfortable speaking in front of a large professional audience	I frequently use inappropriate language. I often display disrespectful behavior. I lack skill in public speaking. I often mumble, speak too low, and stumble over words. Public speaking makes me uncomfortable.	For the most part I am comfortable speaking in front of large audiences, but I need to work on my delivery.	I always speak using appropriate language, volume, clarity and tone. I am very comfortable speaking in front of large groups.
Initiative	1 = Below Standards/Expectations	2 = Meets Standards/Expectations	3 = Exceeds Standards/Expectations
Organization: Understands how keep oneself organized	I often do not come to class/work prepared. I have trouble finding things that I need. I lack basic organizational skills	For the most part I am prepared for class/work and I rarely have trouble finding things that I need. Organization isn't a problem for me.	I am always prepared for class/work, and I have exceptional skill when it comes to organizing things for myself and others. Other people would describe me as being organized.
Time management: On time. Rarely absent at school and at work.	I am frequently absent and/or late to class or work. I have more than three unexcused absences at school/work this year.	I am almost always on time, but I am occasionally late. I am almost never absent from school/work.	I am always on time and I am never absent without a valid excuse. I can remember maybe one time I have been unexpectedly absent this year.
Banking: Has one or more bank accounts and understands basic banking concepts	I do not have a bank account and I do not understand much about banking, credit, or savings.	I have a bank account and I know how to use it, but I am not sure that I understand basic banking skills.	I have a bank account(s) that I regularly use and I fully understand most basic banking skills and financial literacy skills regarding checking, savings and credit.
Resume Writing: Has a well written professional resume	I do not have a professional resume.	I have an up to date resume, but it contains errors and can be improved. Or, I have a resume but I'm not sure it is up to date.	My resume is perfect in all aspects including, grammar, formatting and descriptions of experiences and skills. I know where the most up to date version of my resume is.

Tenacity	1 = Below Standards/Expectations	2 = Meets Standards/Expectations	3 = Exceeds Standards/Expectations
	I don't really think much about how	I understand how the way others see	I am very aware of how others see me
Branding:	others see me and I don't really care.	me can be important to my success in	and I have mastered the art of crafting
Knows how to effectively brand	I don't see the importance of what	life, and I try to project my best self at	my own personal brand so that I am
oneself in a professional manner	others think about me.	all times.	always projecting my best self in the
			way that I want.
	I tend to lack self-confidence and I	I have self-confidence and I enjoy	I project self-confidence and
Networking:	do not like being social, particularly	being social, but I don't particularly	consistently seek out new contacts
Knows how to network successfully	around strangers. I rarely introduce	go out of my way to meet new	both personally and professionally. I go
in a professional setting	myself to new people.	people unless there is some obvious	out of my way to introduce myself to
		reason that I should.	new people all the time.
	I either have no social media presence	I have a social media presence, but it	My social media presence is strong and
Social Networking:	or my social media presence is	is not particularly work focused in any	very professional. I have multiple social
Utilizes social media in a	inappropriate for work.	way. I don't say/do crazy things online,	media accounts that project my best
professional capacity		but I also don't think much about it.	professional self and I am active on
			these accounts.
	I have never practiced interviewing	I have practiced basic interviewing	I have practiced interviewing skills
Interviewing Skills:	skills before and I do not feel confident	skills such as handshakes, eye contact,	quite a bit and I am very confident
Knows how to interview and i	interviewing. If I had a job interview	frequently asked questions, etc. but I	going into job interviews. I have few
nterviews well.	next week, I wouldn't know how to act.	have multiple areas for improvement	areas to improve upon and I welcome
		that I need to work on.	the opportunity to interview.

# **Checkout Question:**

Which of these skills do you need to work on the most this year? Why?

Name:
Date:
Lesson 2 – First Impressions
Do Now:  When your teacher greeted you at the door, did it seem different than usual? What did your teacher specifically do that was different? How did it make you feel?
Annonymous First Impressions: A guest speaker is going to introduce themselves to the class. From just looking at them, what are some assumptions you have made (i.e. confident, nervous, etc.)?
After hearing them speak, what was your first impression of this guest? Consider if the guest told you about their profession, background, interests, personality, etc.
Checkout Question: Which of the three character traits (Poise, Initiative, and Tenacity) are needed to make a strong first impression? Can someone be shy or nervous and still show poise? Why or why not?



Name:			
Date: _		 	

# Lesson 3 – Professional Dress

#### Do Now:

What is a uniform? Why do people wear uniforms? For what occasions?

#### What's in a Uniform?

With each picture shown describe 1) what they are wearing, 2) what their clothes say about them (i.e. personality, poise, work ethic, etc.), 3) what job you think they do.

#### Picture 1

What are they wearing?	
What do their clothes say about them? _	
What job do you think they do?	

#### Picture 2

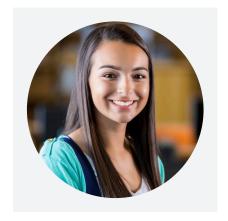
What are they wearing?	
What do their clothes say about them? _	
What job do you think they do?	

Picture 3
What are they wearing?
What do their clothes say about them?
What job do you think they do?
Picture 4
What are they wearing?
What do their clothes say about them?
What job do you think they do?
<b>Reflection Question:</b> How might your appearance impact you in a professional setting? Would you wear your daily clothes in a professional setting? Why or why not?
Charles to Overtion
<b>Checkout Question:</b> Describe the dress code most appropriate for a formal interview. Include items like the types of shoes, shirts, and pants you would wear.

Name:	
Date:	
Lesson 4 – Positive Attitude	
Do Now:	
Think about one person you know who has a positive attitude person list five character traits below.	e and one person who has a negative attitude. For each
Positive Attitude	Negative Attitude
Based on their attitude, how is each of these individuals view	ed by others?

# Who's the Right Personal Assistant?

Imagine you have just been awarded \$400,000 dollars in grants from a nationwide program. The total amount has been awarded by four different organizations in different states. In order to collect the money, you must hire an assistant to go on the road to collect the funds. Each of the checks will be available for pick up next Friday. After next Friday, you lose 10% each additional day that it is not collected. Review the descriptions of each candidate and select one to be your personal assistant. Be prepared to explain why to the class.



#### Candidate #1

Candidate #1 is a person who has a history of showing interest in their work. They do not need much supervision and always work hard. Former employers have said that candidate #1 can be a bit bossy, but praise candidate #1's willingness to complete tasks with enthusiasm. Candidate #1 is resourceful, they are good with finding solutions to problems.



# Candidate #2

Candidate # 2 is a hard worker. This candidate graduated at the top of their class with a 4.0 GPA. Whenever given a task, candidate #2 completes it perfectly. In fact, a few employers expressed concern that candidate #2 often seemed bored, thus they were given additional assignments. Candidate #2 never gets flustered and is often described as cool and even headed.



#### Candidate #3

Candidate #3 has a great smile and is an enthusiastic worker. This candidate asks questions often and seems willing to take on assigned tasks. Former employers have mentioned that candidate spends a lot of time on assigned projects; putting in extra effort to make sure the work is perfect.

#### What would YOU do?

**Checkout Question:** 

Read the scenarios below and determine how Zimena might respond to a tough situation in a more professional manner. This story is inspired by true events!

#### Scenario

Zimena is a new intern for an engineering company. Zimena's direct supervisor had expressed to her that he was way too busy to give Zimena any work during the first day of her internship, so she could go home if she wanted to, but he would prefer that she stay. Without further explanation, Zimena's boss got up and left for the day. Zimena sat calmly at her desk most of the morning without much to do. The building was very empty and very quiet. At 2pm, Zimena built up the courage to introduce herself to a random co-worker. Zimena approached a co-worker six cubicles away and asked if there was anything she could do to help. The new co-worker said, "You don't know me, who are you to come up and talk to me on the first day like you're running things? Who are you? Do you even work here? Do you have a badge and a key card? I am calling security unless you can explain yourself." Zimena quickly apologized and walked back to her cube. Zimena tried to think of what she possibly did to offend her co-worker as she tried to think of how she was going to explain herself if security paid her a visit. Zimena's boss never gave her any badges or key cards.

What would be a professional response?

Provide an example of a time where you wanted to show a negative attitude but maintained poise.	

witching
. How can you exercise professional poise at the workplace yourself, even at a professional level.

Name: _			
Date:			

# **Lesson 6 – Professional Writing**

# Keys to a professional email:

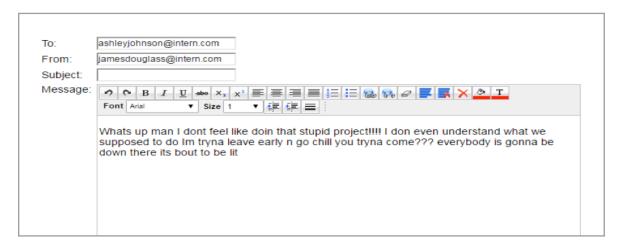
- You should have a professional email address (using your first and last name)
- Create a clear subject line
- Address the person receiving the email by the appropriate title (Mr., Mrs., Ms., Dr., etc.)
- Write an email that is clear and gets straight to the point
- Use correct grammar
- Use appropriate capitalization and punctuation
- Include a professional closing line

# **Email to Supervisor:**



#### **Edited Version:**

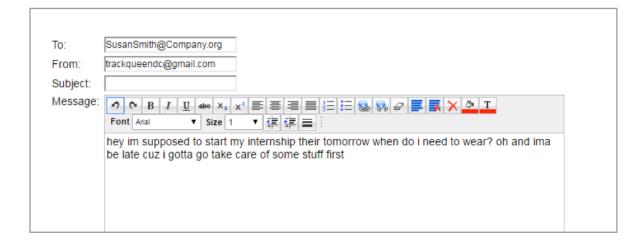
#### **Email to Fellow Intern:**



#### **Edited Version:**

\_\_\_\_\_

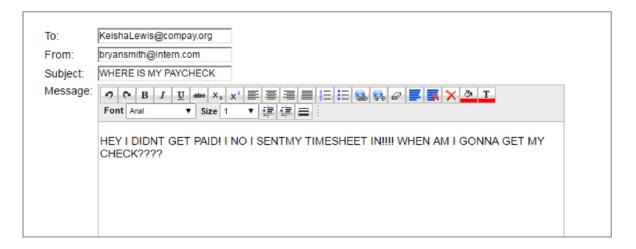
# **Email to Supervisor:**



#### **Edited Version:**



# **Email to Staff Member:**



# Edited Version:

Name:
Date:
Lesson 7 – Public Speaking
<b>Do Now:</b> When a person gives a speech with poise, what do you see and hear? (Hint: think of the definition of "poise")

# **Critique a speech:**

After watching and hearing the example speech, fill out the chart below.

Speak with Poise Reflection Sheet			
Three things done well in the spee	ch Three things to improve upon		
1.	1.		
2.	2.		
3.	3.		



Checkout Question:  What are <b>two</b> areas where you could add more poise to your public speaking?	
Vhat are <b>two</b> areas where you are proud to have done well?	

Name:	
Date:	
Lesson 8	B – Organization
Do Now: What does i	t mean to be organized?
Do you cons	ider yourself organized? Why?
	irst steps to getting organized is analyzing current practices. Think about how you manage daily activities. In , answer "yes" or "no" to find out how organized you really are:
	Do you know how long it takes you to get up/out the door each morning?
	Do you arrive on time or early for your classes, events, and meetings?
	Do you return calls, texts, and e-mails the same day?
	Do you know how much money you have in your bank accounts?
	Do you schedule major events in a calendar?
	Do you make lists?
	Are all clean clothes put away and all the dirty clothes in the hamper?
	Did you organize something in your life in the last three weeks?
	Would people say you are organized?
	Is it easy for you to find things when you need them?
organization	r each "yes" response. Total up your score and then look below to see what that indicates about your . s or higher. Congratulations! You have excellent organization skills.
-	ints. You're a generally well-organized person who has things together.
·	ints. You're a little organizedjust a little organized.
	ints. Uh-oh. Disorganization zone.
	and Checkout Question: s can you be better organized in your own life?

Name:		 	 
Date:			

# **Lesson 9 – Time Management**

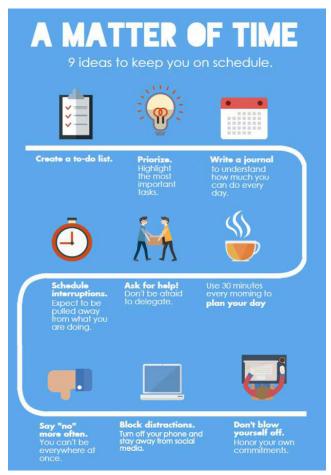
#### Do Now:

Come up with a list of **3-5 tasks** that you need to complete in the next six months. This can include home/school responsibilities such as tests, projects, work, community service, college application deadlines, etc.

1.	
2.	
3.	
4.	
 5.	

# **Become a Task Master!**

For each of the tasks above, determine the steps you must take to complete this task. For each step, assign the amount of time needed to complete it with an estimated deadline.



<sup>\*</sup> Source: http://uduni.com/career-tips/best-time-management-tips-for-students

#### Task 1:

Step	Time Needed	Day Assigned for Completion
1.		
2.		
3.		

Task 2:

Step	Time Needed	Day Assigned for Completion
1.		
2.		
3.		

# Task 3:

Step	Time Needed	Day Assigned for Completion
1.		
2.		
3.		

# Task 4:

Step	Time Needed	Day Assigned for Completion
1.		
2.		
3.		

# Task 5:

Step	Time Needed	Day Assigned for Completion
1.		
2.		
3.		

Chec	kout	Ou	estio	n

How does managing your time effectively at work demonstrate taking initiative?					

# **Task Master Example**

Select a personal task to coordinate and schedule: Informational Interview

# Prepare for informational interview

Step	Time Needed	Day Assigned for Completion	
Wash or purchase clothes	1 hour	Saturday	
Style or cut hair	1 hour	Saturday	
Research company/organization	1 hour and 30 minutes	Sunday	
Shower and groom	1 hour and 30 minutes	Monday	

Name: Date:
Lesson 11 – Resume Writing
Do Now: Read over the sample resume handout.
Identifying Relevant Experiences & Skills  Below is a narrative of Regina Wilson, a fictional high school student. Underline the items you believe Regina should include in her resume. What could Regina highlight about those experiences that you've underlined (i.e. leadership, honors, etc.)?
Regina is in her junior year at Cheltenham High School. She is on track to graduate May 2017. She lives with both her parents and her younger brother at 7473 Kittrel Lane NE, Washington, D.C. 20017. For fun, Regina likes to play basketball with her friends or watch television. She is actually captain of the school varsity basketball team. Last year, Regina was a member of the Speech and Debate Team. She really enjoyed the debate team because she formed good friendships with other members on her team, but she also drastically improved her public speaking skills. She was unable to continue with the Speech and Debate Team this year because she has other competing commitments.
Regina also periodically babysits for her next-door neighbor who has three kids all under the age of 10. Regina helps the kids with their homework. In addition, just this past summer, Regina was able to get a summer job at a CVS store just a few blocks from her house as a cashier. Regina aspires to be an engineer, which explains why her classes are concentrated in mathematics and science.
What could Regina highlight about those experiences that you've underlined (i.e. leadership, honors, etc.)?

#### It is all about how you say it!

Read over both resumes below paying attention to how the job candidates talk about their experiences. Critique both resumes by writing what you like and/or dislike about each of them. Then decide which one you believe is better.

#### **SAMPLE RESUME #1**

Paulette Jones 6 Pine Street Arlington, VA 12333 Phone: 566.486.2222 email: phjones@vacapp.com

#### **Education**

Arlington High School May 2017

#### **Experience**

Sales Associate, The Retail Store June 2015 –

#### Present

- Maintain and restock inventory
- Provide customer service
- Operate computerized cash register system

Child Care May 2014 -

#### Present

• Provide child care for several families after school, weekends and during school vacations.

#### **Achievements**

• Academic Honor Roll: 2013, 2014

#### **Volunteer Experience**

Big Brother / Big Sisters

#### Present

• Arlington Literacy Program Summer 2014

#### **Interests / Activities**

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

#### **Computer Skills**

• Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

July 2015 -

#### **SAMPLE RESUME #2**

#### John Jones

333 J Street NE · Washington, D.C. 21345 · 424-555-8552 · John@gmail.com

#### Experience

#### United States History Memorial Museum, Contractor (2014-2015)

- Researching and tracking the copyright status of images contained in the museum's collection
- Scrutinizing the details pertaining to copyright in connection to each image.
- Special projects, such as researching photographic images to be used in online encyclopedia.

#### United States History Memorial Museum, Intern (2014)

- Assisted in research and website development, helping to accelerate the museum's web redesign
- Various special assignments, such as writing reports on new software options and performing historical research for crowd sourcing projects.

#### Hampton University Bookstore, Sales Associate (2013)

- Performed clerical duties as necessary
- Maintained high levels of customer service and support

#### DC General Hospital, Medical Courier, Cancer Laboratory (2011)

- Transported sensitive medical samples to and from various internists offices in and around the greater DC area while maintaining sample isolation
- Cataloged and organized samples while maintaining accurate sample records
- Followed safety and isolation protocol in order to maintain sample integrity

#### City Department of Parks and Recreation, Lifeguard (2008-2012)

- Certified in cardiopulmonary resuscitation and rescue breathing
- Supervised and maintained the safety of pool patrons, including adults and children aged 1-18
- Performed various maintenance and administrative duties, including the retaining of accurate pool records

#### Education

#### Hampton University, Class of 2013

- · Bachelor of Arts, Major in History
- Dean's List 2010-2011
- Hampton University Study Abroad London

# Create your own resume!

On a separate piece of paper, fill in your own information to get a start on your resume.

# [Full Name] [Email] [Address • Phone number]

#### **EDUCATION**

[High School you attend]

[Expected Grad Date, Month Year]

Honors (Awards, scholarships, etc.)

[Name of Honor 1]

Description of honor 1

[Name of Honor 2]

Description of honor 2

Feel free to add more honors

**EXPERIENCE** (i.e. Jobs, Volunteering opportunities)

[Company/Organization], [City, State]

[Start date-finish date]

[Your position at this company/organization]

· Description of your experience

#### [Company/Organization], [City, State]

[Start date-finish date]

[Your position at this company/organization]

Description of your experience

Feel free to add more experiences

**ACTIVITIES** (i.e. Clubs, organizations)

[Position in club/organization], [organization name] [Start date-finish date]

#### Skills

List skills here (i.e. proficient with Microsoft Work, Excel, and PowerPoint...Fluent in Spanish)

Name:			
Date:			

## Lesson 12 – Cover Letter

#### Parts of a Cover Letter!

Your cover letter serves as your "sales pitch" to the employer. This is your chance to give specific examples that show what you can contribute to the company/organization. Since this is one of the first things employers look at, make sure to use correct punctuation and grammar. Below are all the parts that should be in your cover letter.

- **1. RETURN ADDRESS** Your name, address, email address, and phone number should be at the top of the page. This header should be identical to the one on your resume; this creates the look of a professional letterhead.
- **2. DATE –** The date that you send the letter should be below your address.
- **3. RECIPIENT ADDRESS** Address each letter to a specific person. If a name is not listed on the job posting, conduct online research to find the name of the hiring partner, supervising attorney, or human resources contact.
- **4. SALUTATION** The Salutation should read, "Dear Ms. Smith:" or "Dear Judge Smith:" It is appropriate to address the person by their last name and to use a colon, not a comma.
- **5. OPENING PARAGRAPH** State the reason for writing. Name the specific position that you are applying for. Also mention the resource used to find out about the opening or the organization.
- 6. **BODY OF LETTER** Explain why you are interested in working for this particular employer and/or specify your reasons for desiring this type of work. Talk about your relevant work experience and/or education by giving examples. This needs to do more than reiterate information that is already on your resume.
- 7. **CLOSING PARAGRAPH** Keep it short. Indicate that you would like the opportunity to interview for a position or talk with the employer to learn more about their opportunities or hiring plans. Thank the employer for his/her consideration.
- 8. CLOSING SALUTATION Appropriate closing salutations include "Sincerely" and "Regards."

# SAMPLE COVER LETTER

#### **Internship Position**

# Ronald Ku Address **Email Address** City, State, Zip (xxx) xxx-xxxx May 28, 2015 Ms. Janice Johnson Director Mission Passage P.O Box 785749 Hyattsville, MD 20740 Dear Ms. Johnson: I am writing to you in regard to the Accounting Internship currently posted on the University of Maryland Career Services site. I am very excited about the prospect of bringing my skills and professionalism to work with an energy company like Mission Passage, which has made a clear investment in not only effective, traditional energy sources but also new and innovative alternative sources. Mission Passage is on the leading edge of the energy Industry and I am excited about the prospect of contributing to you organization. I am a sophomore at the University of Maryland currently pursuing a Bachelor of Business Administration in Accounting and have earned a 3.5 GPA. I have been working part-time for the past two semesters in the Business Office at the University of Maryland where I am responsible for reconciling deposit statements, balancing account ledgers and assisting students and parents with questions. I also have experience working with the Volunteer Income Tax Assistance (VITA) Program through my membership in the Accounting Society. In addition, I have a strong knowledge of QuickBooks and Excel. I look forward to speaking with you in person about this opportunity and how I can contribute to the continued success of your company. Thank you for the time and consideration. Sincerely, Your Name Immediately state why you are interested in Use the same header the company and position. used on your resume Draw attention to relevant skills, as defined 4 blank lines by the job description and demonstrate when and how you have used them.

Address your letter to a specific

person when possible.

Keep the letter short and to the point. Be

direct but courteous in the closing.

<b>Now it's your turn!</b> After looking at the basics of a cover letter and the example, it's your turn to write a draft cover letter. For this letter, imagine that you are writing to a business in the field (i.e. hospitality, engineering, etc.) that you're interested in. Use the space below to get started!					

Nar	me:
	re:
Le	sson 13 – Branding
Wr	<b>Now:</b> ite down the first company that comes to mind when you see each of the following products below . Soda – Coca Cola)
1.	Coffee -
2.	Shoes -
3.	Thirst Quencher -
4.	Kids Meals -
5.	Cell Phone -
6.	Insurance -
7.	Cars -
8.	Tissue -
9.	Candy -
10.	Cereal -
11.	Jackets -
12.	Movies -
13.	Animation -
14.	Books -
15.	Entertainment -
16.	App -

# **Identify Your Brand**

#### **Identify your Brand**

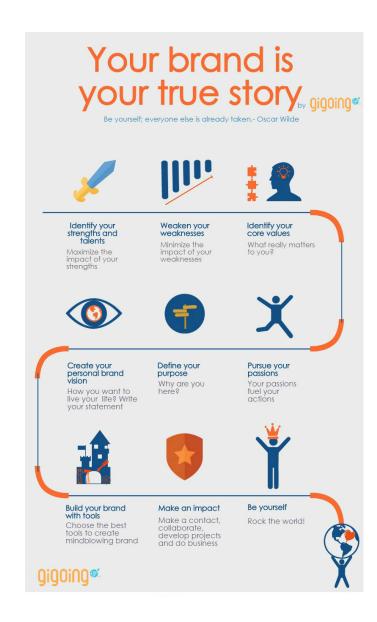
Complete the questions below to identify the characteristics that make you exceptional.

**1.** What do you value? Think about your personal and academic values and complete the statement.

2.	When I think of my professional future, the values I believe will have the most influence are:

**3.** What are your passions and hobbies? List the things you love and like to do.

Passions	Hobbies



4.	What is it that you constantly deliver that keeps others loyal to you? State three of your strengths.					
5.	What makes you uniqu Identify where you sta		sroom? Co-workers? Youth in you	r neighborhood? Siblings?		
	Me	Classmates/Peers	Me	Co-workers		
6.	Leave a lasting impressi	on with three words.				
7.	Three careers I want to	have in my professional future a	re:			

#### **Branding Statement**

Using the brand information you identified and the examples provided below, develop a brand statement describing your personal brand.

#### Example 1:

Through my dedication to exercise, fitness, and the human body, I provide top of the line physical training instruction to clients of all ages who are serious about improving their physical fitness! – Joe Trainer

#### Example 2:

I leverage my love of learning and mastery of instructional skills to tutor young adults who are striving to perform the best on standardized tests. — Janae Tutors

#### Example 3:

I take each week one day at a time and I take what the world has to offer. I am kind, personable, and I love to listen. I want to make the world a better place and I strive to inspire others through my poetry. — Marshawn Williamson

#### Example 4:

I try to be the best person I can be at all times. I love life and learning. I don't have all the answers but I try to live my life asking the right questions. I value respect, honesty, family, friends and always taking time to have fun. I always work hard and take initiative. I look forward to a bright future for my family and me. — Alicia Learner

Record your personal branding statement below:				

Name:				
Date:				

# **Lesson 14 – Networking**

# Do Now:

For each group of individuals, check off how often you talk to them.

	I talk to these people daily	I talk to these people a few times a month	I talk to these people every few months, or less
Professionals			
Teachers/ School Staff			
Family			
Friends			



# **Check Out Activity**

	Networking and My Next Steps
What are the three questions I will definitely ask during my next informational interview?	1. 2. 3.
What are three next steps I will take to tenaciously grow my network?	1. 2. 3.

Name:			
Date: _		 	

# **Lesson 16 – Interview Skills**

	Interview wit	h Poise Rubric	
Name of Interviewee:	Name of In	terviewer:	
Interview Questions	<ol> <li>Tell me about yourself.</li> <li>Talk to me about one strength and one weakness you have.</li> <li>Tell me about a time you overcame a difficult challenge.</li> <li>What is most important to you about your work life?</li> </ol>		
	Needs Work	Good	Outstanding
<b>Body Language</b> (eye contact, faces interviewer directly, posture)			
Responses (answers the questions directly, avoids inappropriate examples, etc.)			
Speech/Voice (avoids space- fillers like "um," speaks clearly, code-switches, speaks with confidence)			
Personal Point of Development #1:			
Personal Point of Development #2:			
Personal Point of Development #3:			

ngs I still need to work on for my interview 

Name:
Date:
Lesson 17 – Self-Advocacy and Diversity in the Workplace
Do Now: Define Self-Advocacy:
Define Diversity:
Complete the "Who Am I" poem below. Everyone in the room comes from a unique background and each person is full of unique thoughts and capabilities. This activity is designed for you to explore and identify the diversity that you bring to the ground state of the process of the complete state.
Who Am I
I am (two special characteristics)
Son/Daughter of
Who needs
Who loves
Who sees
Who hates
Who fears
Who dreams of
I wonder (something you are actually curious about)

I want (an actual desire)
I pretend (something you pretend to do)
I feel (a feeling about something imaginary)
I am (the first line of the poem restated)
Resident of (where home is for you)
I understand (something you know is true)
I say (something you believe in)
I try (something you make an effort to do)
I hope (something you actually hope for)
I am (the first line of the poem repeated)

# **Keys to Self-Advocacy**

- **Be Knowledgeable.** Before approaching your supervisor or co-worker, be sure that you have given critical thought to the issue that you wish to address. Have accurate information to support your position.
- **Maintain Composure.** Dealing with uncomfortable situations can cause a wide variety of emotions, such as frustration or anxiety, to arise. Remain poised; these situations can be addressed with seriousness and positivity at the same time.
- **Be Clear.** Avoid rambling or going off onto unrelated topics. Stay focused and have specific items that you would like to speak about.
- **Be Open.** Allow yourself to receive feedback and constructive criticism. Also, be willing to hear solutions that you may not have originally considered.

# **Self-Advocacy Worksheet**

#### Speak Up!

Self-advocacy means speaking up for myself or for something I believe in. People who are self-advocates can communicate what they are feeling, thinking and what they want or need. As a self-advocate, I can speak up to describe myself, to ask a question or to ask for help.

#### I can speak up to describe myself to others!

Everybody's different. Everybody's better at some things than at others. What I like, what I am good at and what I need help with makes me unique. Here is what I would say when somebody asks me the questions below:

"What activities do you like?"

"What activities do you need help with?"

"What activities can you do by yourself?"

"Everybody's different. What makes you different?"

#### I can speak up to ask for help!

Everybody needs help sometimes. I help others and others help me.

Here is what I would say when somebody asks me the questions below:

"Name the people you help in school. What do you do for them?"

"At home or in your community, who can you ask when you need something?"

"In school, who can you ask when you need something?"

"How do you ask people when you need something?"

"Name the people you help at home or in your community. What do you do for them?"

#### I can speak up to ask a question!

Nobody knows everything. Asking questions can help me find an answer.

Here is what I would say when somebody asks me the questions below:

"When do you ask questions at school or at home?"

"What do you do to get people's attention when you have a question?"

"What do you do to communicate better?"







College & Career Programs Division Office of the Chief of Schools 1200 First Street NE Washington, DC 20002



www.DCPSInternships.org

