



Goal: To create a partnership with the Evelyn K. Davis Center (EKDC) that aligns with the unique missions of Dress for Success (DFS) and Men on the Move (MOM) to provide a collaborative **Professional Readiness Employment Program (PREP)** to individuals in the Des Moines Metro area struggling with the interview process, facing barriers to employment and committed to participating in a five-week program. The PREP program will focus on one-on-one mentorship, interview preparedness, networking strategies, soft skill development, personal confidence building and strategies and resources for overcoming barriers. The niche of this partnership comes from the added benefit of the professional suiting from the career closets, monthly Job Fair to generate real-time employment opportunities and the ability for enhanced one-on-one gender mentoring and relationship building within DFS and EKDC.

**Cohorts will be limited to 10-12 participants.*

Cohort 4: Winter 2018 Class Curriculum Outline

	Time	Activity	Materials	Outcome/Deliverable
January 31 Session 1: Know Thyself	9 AM – 10 AM	Welcome: Course Overview, EKD/DFS Services - MOM/DFS Referrals One-on-One Exercise: Barriers to Success	PowerPoint of Services/Handouts Action Plan Worksheet	-Job Readiness Inventory & Action Plan -Referral Form Filled Out for DFS or MOM
	10 AM – 11 AM	True Color Assessment Tool	True Colors Tool and Exercises	Individualized Personality Style & Strengths Assessment
	11 AM – Noon	Outside Speaker – Personal Goals, What Employers are Looking for, Importance of Personal Network		HOMEWORK: Complete Resume Building Template (<i>Provide Flashdrives for those that may already have draft of resumes</i>)
February 7 Session 2: Presenting You on Paper and in Person	9 AM – 9:15 AM	Introduction to Transferable Skills	Transferable Skills Handout	Ideas for Mentor Session
	9:15 AM – Noon	Mentor Match Up Resume Review	Copy of Action Plan, Transferable Skills, Barriers & True Colors Assessment Computer Lab	Pitch Practice to Mentor Team Telling Your Story Identifying Career Path -Resume DRAFT Syncing Resume/Interview Answers to Job Description

	Time	Activity	Materials	Outcome/Deliverable
February 14 Session 3: Mock Interviews	9 AM – 11 AM	Mock Interviews with Volunteer Employers	Copies of Resumes Prepared Interview Questions Locations for Interviews	-Mock Interview Assessment Completed and Individualized Feedback for each Participant
	11:15 AM – Noon	Career Panel (Attempt to be Industry Specific based on Participant Needs)	Room	Q&A Cover Panel Based Interviews, Behavior Based Interviewing and Importance of Professional Social Media
February 21 Session 4: Soft Skills	9 AM – 10 AM	Wrap-Up / Job Fair Prep	One-on-One Assistance as Needed	Job Fair Role Playing Final Preparation for Job Fair -Completed Resumes
	10 AM – 11 AM	Budget Tool Review and Overview of EKDC Financial Services	PowerPoint	Sign Up for 1-on-1 Counselling Session or Financial Fitness Bootcamp
	11 AM – Noon	Outside Speaker: Getting Along at Work		Q&A
February 28 Session 5: Job Fair	9:30 AM – 1:30PM	Participants Come Suited and Prepared to Participate in EKDC Monthly Job Fair	None	Practice Interviewing -List of Employer Interactions and Key Take-Aways
Session 5	Noon	Graduation Pictures & Success Story Highlights	Graduation Certificates	Recognition, Press, Referrals to PWG

Future 2018 Dates:

Spring Cohort 5 – March 28, April 4, 11, 18, 25*

Summer Cohort 6 – July 25, August 1, 8, 15, 22*

Fall Cohort 7 – September 26, October 3, 10, 17, 24*

*On-Site Job Fair on 4th Wednesday of the Month