

JOBREADY.

indy

mindsets

EmployIndy
GUIDING MARION COUNTY'S WORKFORCE



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WELCOME TO JOB READY INDY!

In the Mindsets course, you will learn how your attitude and thoughts of self can have a direct impact on your employment.

TOPIC	DEFINITION	WHAT YOU'LL LEARN
GROWTH MINDSET PAGES: 4	With a partner, students will make three lists of items related to personal strengths, and discuss how to improve weaknesses.	<ul style="list-style-type: none"> ★ Learn how to apply employability skills throughout your career ★ Discover how to apply your personality traits in the workplace
ATTITUDE & ACCOUNTABILITY PAGE: 5	<p>AT: Understand how positive and negative attitudes can affect work relationships and environment</p> <p>AC: Accepts responsibility to complete assigned tasks and perform required duties in the workplace</p>	<ul style="list-style-type: none"> ★ Define attitude ★ Differentiate positive and negative attitudes in the workplaces ★ Define accountability ★ Recognize why accountability is important in the workplace ★ Develop effective strategies to combat negative attitudes
CAREER PATH & INTELLECTUAL RISK-TAKING PAGES: 6 - 9	<p>CP: Relates interest, aptitude, and abilities to appropriate in-demand occupations in order to select a future career</p> <p>IRT: Develops a healthy balance of mental, social, emotional, and physical well-being; understands that lifelong learning is necessary for long-term career success; willingness to work, learn, and continually apply new knowledge</p>	<ul style="list-style-type: none"> ★ Define career path ★ Define intellectual risk-taking ★ Describe SMART goals ★ Discuss why SMART goals are important ★ Develop at least one S.M.A.R.T. Goal ★ Generate strategies for overcoming obstacles
SELF-CONFIDENCE & WORTH PAGE: 10	<p>SC: Possesses belief in one's own ability to succeed</p> <p>W: Understand worth in the workplace and how it can be recognized and rewarded</p>	<ul style="list-style-type: none"> ★ Define self-confidence ★ Define worth ★ Discuss strategies to increase feelings of self-confidence and worth ★ Identify potential challenges facing employees' self-confidence & worth in the workplace and strategies to overcome those challenges
APPRECIATION OF DIVERSITY & SENSE OF BELONGING PAGE: 11 - 12	<p>AD: Embrace diverse views and varying perspectives; demonstrates empathy and respect for others</p> <p>SB: Demonstrates a sense of belonging in the work environment; demonstrates commitment to an organization</p>	<ul style="list-style-type: none"> ★ Define diversity ★ Define sense of belonging ★ Discuss how sense of belonging affects workplace effectiveness ★ Illustrate diversity that may be found in the workplace or everyday life ★ Recognize how prejudices in the workplace can affect employees ★ Determine that prejudices in the workplace cannot be tolerated

ICE BREAKER: GROWTH MINDSET

LIST 3 THINGS YOU FEEL YOU ARE GOOD AT IN THE WORKPLACE AND WHY

Thing 1:

Why:

Thing 2:

Why:

Thing 3:

Why:

LIST 3 THINGS YOU FEEL YOU ARE **NOT** GOOD AT IN THE WORKPLACE AND WHY

Thing 1:

Why:

Thing 2:

Why:

Thing 3:

Why:

PICK TWO ITEMS FROM YOUR “**NOT GOOD**” LIST DISCUSS WITH YOUR PARTNER HOW TO BECOME BETTER AT THEM WRITE DOWN THE BEST THREE IDEAS THAT YOU DISCUSSED

Idea 1:

Idea 2:

Idea 3:

ATTITUDE & ACCOUNTABILITY

ATTITUDE: Understand how positive and negative attitudes can affect work relationships & environment

ACCOUNTABILITY: Accepts responsibility to complete assigned tasks and perform required duties in the workplace

WHAT ARE SOME STRATEGIES YOU MIGHT USE TO GET YOURSELF BACK ON TRACK WHEN YOU NOTICE THAT YOU HAVE A NEGATIVE ATTITUDE?

NOTES:

CAREER PATH & INTELLECTUAL RISK-TAKING

CAREER PATH: Relates interest, aptitude, and abilities to appropriate, in-demand occupations in order to select a future career

INTELLECTUAL RISK-TAKING: Develops a healthy balance of mental, social, emotional, and physical well-being; understands that lifelong learning is necessary for long-term career success; willingness to work, learn, and continually apply new knowledge

CREATING S.M.A.R.T. GOALS

The S.M.A.R.T. Goal format helps you create a specific and realistic goal. Let's try it with deciding on your future career path!

Specific (simple, sensible, significant) - What do you want to do?

Measurable (meaningful, motivating) - How will you know when you've reached it?

Achievable (agreed, attainable) - Is it in your power to accomplish it?

Relevant (reasonable, results-based) - Does it relate to your end goal?

Timely (time-based, time-sensitive) - When exactly do you want to accomplish it?

Example:

SPECIFIC

I want to get a part-time job at a company on the eastside of Indianapolis so I can gain experience to get a full-time, permanent job in customer service.

MEASURABLE

I will apply for three relevant jobs every week.

ACHIEVABLE

I will take the Job Ready training to learn how to write a resume, apply for jobs, prepare for interviews, and become a valuable employee.

RELEVANT

Working as a cashier on the eastside of Indianapolis will help me gain experience for a full-time, permanent customer service position in my area.

TIMELY

Within three months, I will have secured a part-time position near my home.

ACTIVITY: SET YOUR S.M.A.R.T. GOALS

We are going to write down five goals that are important to you: think big! What are your dreams? What do you hope to achieve in your lifetime? After you have identified five goals, we will dive deeper into each goal by considering the long term, transitional, short-term, and S.M.A.R.T. Goal methods.

GOAL #1 *Successfully complete the Job Ready Indy training!*

ACTION STEPS I WILL TAKE TO ACHIEVE GOAL #1 (example)

In the next year: *Successfully complete all requirements of the program and gain a work reference from my training provider.*

In the next 6 months: *Stick to the schedule, show up every day, get enough rest at night, work on staying healthy, avoid any distractions, and focus on getting the most out of the program.*

In the next 6 weeks: *Make sure I have appropriate clothing for interviews and work on getting any other needed items.*

In the next 5 days: *Talk to everyone in my support group and ask for their help and support with me completing the Job Ready training.*

GOAL #2

ACTION STEPS I WILL TAKE TO ACHIEVE GOAL #2

In the next year:

In the next 6 months:

In the next 6 weeks:

In the next 5 days:

ACTIVITY: SET YOUR S.M.A.R.T. GOALS

GOAL #3

ACTION STEPS I WILL TAKE TO ACHIEVE GOAL #3

In the next year:

In the next 6 months:

In the next 6 weeks:

In the next 5 days:

GOAL #4

ACTION STEPS I WILL TAKE TO ACHIEVE GOAL #4

In the next year:

In the next 6 months:

In the next 6 weeks:

In the next 5 days:

ACTIVITY: CONQUERING OBSTACLES

Being prepared for challenges is one way to make sure you succeed. Choose a goal you think can be accomplished in one year. Once you have determined the goal, think about some of the obstacles you could face trying to reach that goal. Now choose two of those obstacles and tell us how you will conquer them.

OBSTACLE #1

OBSTACLE #2

What strengths will you use to conquer this obstacle?		
What positive statements would you give yourself during this obstacle?		
How will you get back on track?		

ACTIVITY: DIVERSITY BINGO

1. Left-handed
2. Vegetarian/vegan
3. Never flown
4. Male
5. Plays on a sports team
6. Can't swim
7. Twin
8. Loves music
9. LGBTQ

10. Female
11. Afraid of snakes
12. Owns a car
13. Has a single parent
14. Takes the bus
15. Tattooed
16. Oldest child
17. Youngest child
18. Plays an instrument

19. Born outside of Indiana
20. Community volunteer
21. Speaks multiple languages
22. Had/has a part-time job
23. Traveled outside of Indiana
24. Over 20 years old
25. Both parents work
26. Only child
27. English is a second language

Register for more
Job Ready Indy courses at:
jobreadyindy.org/young-adults