

PEAK WORKPLACE SAMPLE CURRICULUM TIMELINE This chart shows total time required for Peak Workplace. These times are *typical*, and your results may vary. Activities are best completed online to give the student a chance to learn research online and the use of online resources. If computer access is limited, up to 95% of the Activities can be completed offline.

Peak Workplace is a curriculum and a toolkit. It is intended to guide students through the actual process of finding a real job. However, it will also work very well as a stand-alone curriculum, even if the student is not in the job market. Pikes Peak Learning strongly encourages you to provide each student with permanent ownership of their login password, so that they can continue to use Peak Workplace whenever they need to find employment.

The actual time required by students may depend on a) if they are actually in the midst of a job search, and b) how long that search takes. Therefore, the times below are MINIMUM times.

To do lessons offline, contact Pikes Peak Learning about getting a set of printable handouts, worksheets, and resources. In the table below, "Offline" refers to those Activities available as printed handouts. These provide students specific instructions related to the Activities below and encourage them to use the library, newspaper, telephone, the mall, or the Internet as needed. Optionally, they can transfer their answers to the online Activities.

LESSON	PURPOSE & TOTAL TIME REQUIRED	ESTIMATED TIME REQUIRED PER LESSON	OFF LINE?
SECTION 1. Preparing for and Succeeding in Your Job Search	Make a plan, work your plan. Keep good records. Always follow up In a job search, prepare ahead of time to set yourself apart from the crowd. 6:00 TOTAL	0:30 Introduction, Teacher & students	Off line
		0:45 Your Job Search and Job Resources	Off line
		0:45 Explore Job Applications and Create Yours	Off line
		1:00 Resumes, Cover Letters, and References	Off line
		1:00 Preparing for Job Interviews	Off line
		1:30 Interview Success and Follow Up	Off line
		0:30 Discussion, Teacher & students	Off line
SECTION 2. Keeping Your Job and Excelling in the Workplace	For those already working a job and seeking greater success. Can be used with students already in a job, or as a standalone curriculum. Gets young people thinking about and planning for success in the workplace, and learning how avoid the common mistakes or problems encountered by teens in the workplace. 5:30 TOTAL	0:30 Introduction, Teacher & students	Off line
		1:00 Learn about Paychecks and Deductions	Off line
		1:00 Keeping and Succeeding in Your Job	Off line
		1:00 Success with Coworkers, Bosses, Customers	Off line
		1:00 Finding Excellence in Your Work – IT'S YOUR Choice	Off line
		1:00 Overall discussion, Teacher & students	Off line

Total Student /Teacher Time: Approx. 12:00 with discussions and sharing, if no actual job search