

### Experiences

Participants will experience a variety of work and employment environments to see their interest in use in the real world. Participants will receive a Certificate of Completion at the end of the program which can be added as part of training and experience on their Resume.

### Job Readiness

Participants will work on the following vocational skill to prepare and be ready to apply for a job including:

- Communication and Interview Skills
- Resume Building
- Job Coaching
- Workplace Do's/Don'ts

- Business and Corporate Field Trips
- Mentoring
- Workplace Advocacy
- Social Skills Training

#### Lunch

During each experience, participants will have lunch at different restaurants. It's recommended to bring a minimum of \$20 to pay for meals.

#### Attire

Attire: Business Attire Gentlemen (Slacks and belt, Polo Shirt or button down shirt).

**Attire:** Business Attire Ladies (Business dress or slacks with shirt).

### Drop-Off and Pick-Up

Participants are to be dropped off and picked up at Schoolhouse Preparatory 3800 SW 108 Ave Miami 33165. They will be transported by school van to each site.

Job Expo

July 21, 2023 180 Aragon Ave, Coral Gables, FL 33134 10:00 AM - 1:00 PM

Jackson Health Systems will conduct mock interviews followed by an **End of Program Job Expo** where program participants will be able to share their resume, practice their elevator pitch and interview skills. Parents/job coaches are encouraged to attend.

# Week 1

Date	Arrival at SHP	Location and Activity	Pick up
Monday July 10 <sup>th</sup>	9:00 AM	Schoolhouse Prep Orientation and Introductions Review Agenda Learn Basic Info to include on a Resume Learn Basic Info to say during an Interview Lunch at Mall Food Court 12:30 – 1:30 PM Depart to Schoolhouse at 1:30 PM	2:00 PM
Tuesday July 11 <sup>th</sup>	9:00 AM	Colonnade Hotel Learn about Resume Building and Job Course Training with Jackson Health Lunch in the Gables Area Depart to Schoolhouse at 2:30 PM	3:00 PM
Wednesday July 12 <sup>th</sup>	9:00 AM	Coral Gables Learn Jobs Skills needed for employment at Retail Stores, Hotels, and Salons Lunch in the Gables Area Depart to Schoolhouse at 2:30 PM	3:00 PM
Thursday July 13 <sup>th</sup>	9:00 AM	Zoo Miami Zoo Miami Experience Learn Job Skills needed for employment in Animal Care, Retail, Tour Guides and Tourism, Clerical and administrative positions. Lunch at the Zoo Food Court Depart to Schoolhouse at 2:30 PM	3:00 PM
Friday July 14 <sup>th</sup>	9:00 AM	Schoolhouse Prep - The Job Interview Participate in Mock Interviews Learn about Body Language What to Say and Not to Say Lunch at Mall Food Court 12:30 – 1:30 PM Depart to Schoolhouse at 1:30 PM	2:00 PM

Notes

## Week 2

Date	Arrival at SHP	Location and Activity	Pick up
Monday July 17 <sup>th</sup>	9:00 AM	ТВА	3:00 PM
Tuesday July 18th	9:00 AM	Actors Playhouse Coral Gables Tour Theater and Learn Job Skills for Management, Non-Profit Organizations, and Public Relations. Watch the Play "Stuart Little" Lunch in the Gables Area - Noon Tour the Coral Gables Public Safety Building Depart to Schoolhouse at 2:30 PM	3:00 PM
Wednesday July 19 <sup>th</sup>	9:00 AM	Four Seasons Hotel Brickell Hospitality Management Course Learn Jobs Skills needed for Public Relations, Customer Relations, Retail Stores, Hotels Lunch at the Hotel Depart to Schoolhouse at 2:30 PM	3:00 PM
Thursday day July 20 <sup>th</sup>	8:30 AM	Burger King Corporation Headquarters Learn Jobs Skills needed for Employment at Restaurants, Food Chains, Public Relations, Customer Relations, Management, Marketing Lunch Included Depart to Schoolhouse at 1:30 PM	2:00 PM
Friday 21st	8:30 AM	Hotel Colonnade End of Program Experience Mock Interviews with Jackson Health and Job Expo Experience. Program participants will be able to share their resume, practice their elevator pitch and interview skills. Lunch at Hotel Restaurant Depart to Schoolhouse at 2:30 PM	3:00 PM

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