

WorkReady Six-Week Seminar and Portfolio

What is the WorkReady Six-Week Seminar and Curriculum?

The WorkReady Six-Week Seminar Curriculum guides young people through their employment experience by emphasizing job-keeping skills and prompting participants to critically reflect on their summer experience and performance at their worksites.

- The competency-based curriculum is delivered in weekly four hour “Seminars.”
- Each week, WorkReady participants will delve into a theme related to their personal experiences and also to the world of work.
- These themes are:
 - Getting Ready for Work
 - Communication, Workplace Projects
 - Getting Ready for Careers
 - Marketing Yourself
 - Preparing for the Future
- Program contractors may opt to use the seminars in a more compacted or extended time period with minor alterations to the curriculum.

What is the WorkReady Portfolio?

The WorkReady portfolio is a portable collection of youth participants’ credentials, accomplishments, and skills. This WorkReady portfolio integrates fully with the six-week seminar modules. By following the activities outlined in the WorkReady Six-Week Seminar Curriculum, facilitators will assist participants in creating their own work portfolio.

- During the weekly seminars, all participants will use the portfolio as a reflection and documentation tool for their work experiences.
- The portfolio also serves as a conversation beginning point for young people to review their work with their mentors and seminar facilitators.
- Young people will collect their best work and credentials for presentation in their portfolios.
- WorkReady facilitators will guide the young adults in their seminars through the reflection and collection process of the WorkReady Portfolio.
- WorkReady staff will use the portfolio to gauge participants’ understanding of their employment experiences.