



Best Buddies Transition

Service Day Template

The Best Buddies Jobs Service Day will prepare participants on how to get and excel at a new job or a current job. Employability skills will be taught to participants and include job-readiness prep, networking, interviewing, resume building, and technology. All of these skills are necessary for successful employment.

Job Readiness

Job Readiness are skills that everyone needs to have in order to be successful in the workplace. These skills are characteristics that you possess as an individual and in a group. We will focus on group job readiness skills because a majority of workplace environments require a person to work with a team.

Job Readiness Activities

Facilitators can select which activities or if Service Day has many participants these can be broken up into rotating stations for at least 10 minutes.

1.) Right Way vs. Wrong Way

Skills Practiced: Communication, creativity, and critical thinking

Divide into small groups (3-5 people) and have each group pick key words (communication, teamwork, problem solving, etc.) from the chart and discuss what the word means. Have groups look up the word and discuss how they have used it before in everyday life or in the workplace. Each group should come up with an example and share with the group. *Keywords Chart attached.*

2.) Time Management Challenge

Skills Practiced: Time management, negotiation, and critical thinking

Facilitators should make a task list, each task should have an assigned point value.

For example: Do 10 jumping jacks (5 points), make up a funny nickname for each member in the group (5 points), get every person in the group to initial a piece of paper (10 points), etc.

Divide participants into groups of 5-6 and give them 10 minutes to collect as many points from the task list by prioritizing which task is most important to complete first.

Wrap up the activity with a discussion about how each participant prioritized the tasks on the list.

3.) Draw and Learn

Skills Practiced: Listening, effective communication, respect, and interpersonal skills

Facilitator should pair participants into two and give one participant a picture that cannot be shown to the other participant. The participant with the picture will then give instructions and describe the picture to their partner so they can draw it. After, each pair will compare the drawing to see if it is correct. Discuss what they communicated correctly and how certain steps should be communicated differently.



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4.) Team Survival Challenge

Skills Practiced: Networking, negotiation, critical thinking, and communication

See attached PDF

Networking

Activity: Speed Networking

Facilitator should split the group into two large groups and have them face each other in a parallel line. Facilitator should have a set number of rounds depending on size of the group. Each round will be timed for exactly one minute. During each round of one minute people will have the opportunity to ask simple questions to each other. *(Sample questions below. If available, facilitators should use Stanford Harmony blue connection cards.)* Once the minute is up the facilitator will ring a bell and participants will move to the next person beside them, asking them simple questions. At the end of the activity, discuss with the group the importance of networking and getting to know other people. How does this allow you to meet new people? How will forming new relationships help you excel?

Sample Questions:

- What is your name?
- Where are you from?
- What are your hobbies?
- Where is your dream place to visit?
- What is your favorite movie?
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Resume Building

Facilitator should explain the purpose of a resume: to provide the employer a list of your education, skills, abilities, and previous work/volunteer experience. Having a strong resume will increase your chances of being called for an interview to further discuss future employment with a company.

Objective: Participants should come prepared with a rough draft of their resume. Facilitator can offer 10 to 20 minute sessions with feedback and suggestions for building a stronger resume.

Interviewing

Activity: Attached PDF with interview activity and guide

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Understanding Technology in the Workplace

Today, many companies either require or would like the employee to know how to use a computer and Microsoft Office Tools. This portion will offer a training on Microsoft Office Tools, such as Word, PowerPoint, and Excel.

Objective: If the company has the proper equipment, a Microsoft Office Tools class should be offered. A quick 30-minute class that will go over the main features in Word, PowerPoint, and Excel. Or companies can choose 1-2 applications to review with participants.

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