

Ready to Work Student Checklist

Name _____ Date completed _____

Use these time equivalents: 1 hour = 1.0, 30 minutes = .5, 15 = .25, Round of to nearest time.

Areas of Study	Start Date	Comp. Date
WorkKeys Curriculum Online Link		
FDIC Online Course FDIC Link Complete the FDIC Lesson Below		
1. Bank on It		
2. Borrowing Basics		
3. Check it Out, Part 1 & 2		
4. Money Matters		
5. Pay Yourself First		
6. Keep it Safe		
7. To Your Credit		
8. Charge it Right		
9. Loan to Own, Part 1 & 2		
10. Your Own Home, Part 1 & 2		
11. Financial Recovery, Part 1 & 2		
Send Screenshot of Completed FDIC to the instructor		
Finish FDIC Online - Esess Test		
Job Preparation Modules		
Section 1: Setting a Career Path		
Section 2: Searching for Employment		
Section 3: Completing job application and materials		
Section 4: Creating a resume and cover letter		
Section 5: Preparing for a job interview		

Job Preparation - Esess Test		
Communications		
Section 1 Listening pages 3 - 14		
Section 2 Verbal communication Part I: One-on-one Communication, pages 18-29		
Section 3: Verbal communication Part II: Customer Service Basics, Pages 30-37		
Section 4: Non-verbal Communication Part I: Writing skills, Pages 38-55		
Section 5: Non-verbal Communication Part II: Creating & giving a presentation, pages 56-64		
Section 6: Working in Teams Part I: Team member profiles, Pages 65-83		
Section 7: Working in Teams Part II: Virtual communications, Pages 84-91		
Communications - Esess Test		
Problem Solving		
Section 1: Time Management Part 1: Goal setting, pages 4-10		
Section 2: Time Management Part II: Scheduling and prioritizing, pages 11-21		
Section 3: Problem solving strategies and tools, pages 22-35		
Section 4: Conflict negotiation and resolution, pages 36 - 58		
Problem Solving - Esess Test		
Workplace Behaviors		
Section 1: Diversity in the Workplace, pages 3-17		
Section 2: Sexual Harassment, pages 18-25		
Section 3: Workplace Violence, pages 26-37		
Fema Active Shooter - Run Hide Fight online course		
Section 4: Safety in the Workplace, pages 38-57		
Section 5: Workplace Ethics, pages 58-67		
Workplace Behaviors - Esess Test		
Technology Basics		
Section 1: Information Curation, pages 5-12 plus online material		
Section 2: Document Management Systems, pages 13-19 plus online material		

Section 3: Productivity Tools, pages 20-33, 7.0 plus online material		
Section 4: Virtual Productivity Tools, pages, 2.0 plus online material		
Section 5: Social Networking, pages 35-48 4.5 plus online material		
Technology Basics - Esess test		