

Tomoclub



Career Readiness Curriculum

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OVERVIEW

The Career Readiness Curriculum is designed to comprehensively prepare students for the dynamic world of work by equipping them with essential skills, knowledge, and attitudes necessary for professional success. It involves a comprehensive approach that includes self-awareness and exploration, where students identify their interests and strengths; career exploration, which allows them to research various professions and interact with industry professionals; and academic and career planning to set achievable goals.

Additionally, it emphasizes the development of essential soft skills such as communication, teamwork, and problem-solving, as well as technical skills pertinent to today's job market. Financial literacy, job search skills, workplace readiness, and the importance of internships and real-world experience are also integral components. By fostering entrepreneurship and global awareness, and promoting a healthy work-life balance, career readiness programs ensure that students are well-prepared to adapt and thrive in an ever-changing professional landscape.

SCOPE AND SEQUENCE

Week	Career Readiness
1	Introduction to Career Readiness
2	Identifying Interests and Strengths
3	Exploring Leaders in the Industry
4	Exploring Career Clusters
5	Understanding Work Environments
6	Setting Academic and Career Goals
7	Mapping Education Pathways
8	Developing Communication Skills

Week	Career Readiness
9	Teamwork and Collaboration
10	Problem-Solving Activities
11	Time Management
12	Negotiation and Delegation
13	Basic Financial Literacy
14	Resume Building Workshop
15	Writing Effective Cover Letters
16	Mock Interviews
17	Job Search Strategies
18	Professionalism and Work Ethics

Week	Career Readiness
19	Understanding Workplace Culture
20	Internship Preparation
21	Entrepreneurship Introduction
22	Innovation around us

Week	Career Readiness
23	Exploring Global Careers
24	Cultural Competence Workshop
25	Maintaining Work-Life Balance



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