

Flexible Instructional Delivery – 16, 8, or 4 Sessions or Workshop Format

Strategies for Success is organized into 16 modules. Each module takes approximately 50 minutes.

Some settings, such as community colleges, lend themselves to 16 sessions. Other settings have different time requirements for delivering a career-development curriculum. There are five options for presenting the curriculum:

- Sixteen one-hour classes
- Eight two-hour classes
- Four four-hour classes
- One one- to two-day workshop
- Individual module integration into current curricula or workshops

Three charts, on this page and the next, show how to utilize the same 16 modules in three different ways.

A condensed workshop format is available on the *Career Coach* section of our website at <http://www.womenemployed.org/careercoach>.

Facilitators are also encouraged to integrate individual modules or activities into:

- Bridge program orientations
- Adult education courses
- College success courses
- Job-readiness workshops
- General education courses
- Student orientations

Adapting the Modules to Different Settings

Each module has a distinct introduction and conclusion.

- In a **16-class program**, these components serve as the beginning and end of each class.
- In the **8-class** and **4-class programs**, the module introductions can serve as a preview for each topic and the conclusions can serve as a review for each topic. In these settings, 10-minute breaks between modules are advisable because it is difficult for participants to focus for more than 50 minutes at a time.

If presenting more than one module on a given day, there will be several assignments. It would be best to make all assignments at the end of an entire class session. If the combined assignments from multiple modules pose an unrealistic task for the students, choose the assignments that would be most meaningful and useful for making career-planning decisions. Homework assignments have been removed from the workshop program.

Frameworks for Differing Class Lengths

Format 2: Eight two-hour classes (two modules per class)

Class 1 Introduction to Career Development

Find a Career, Not a Job
Understand Values and Career Choices

Class 2 Link Interests with Careers

Use Personal Interests to Make Career Choices
Explore Interests with Career Coach

Class 3 Browse Careers and Identify Skills

Learn About Careers
Identify Personal Skills

Class 4 Research Target Careers

Evaluate Lifestyle Needs
Research Interesting Careers

Class 5 Build Skills

Build Career Skills
Network and Conduct Informational Interviews

Class 6 Set Educational Goals

Select a Target Career and Set Educational Goals
Get the Right Education and Training

Class 7 Choose an Educational Program

Ask an Expert about Education and Training Programs
Evaluate Training Programs and Apply

Class 8 Make a Career Plan

Manage Time and Make a Plan
Develop a Long-Term Career and Education Plan

Format 3: Four four-hour classes (two modules per class)

Class 1 Introduction to Career Development

Find a Career, Not a Job
Understand Values and Career Choices
Use Personal Interests to Make Career Choices
Explore Interests with Career Coach

Class 2 Browse Careers and Research Target Careers

Learn about Careers
Identify Personal Skills
Evaluate Lifestyle Needs
Research Interesting Careers

Class 3 Build Skills and Choose an Education Program

Build Career Skills
Network and Conduct Informational Interviews
Select a Target Career and Set Educational Goals
Get the Right Education and Training

Class 4 Make a Career Plan

Ask an Expert about Education and Training Programs
Evaluate Training Programs and Apply
Manage Time and Make a Plan
Develop a Long-Term Career and Education Plan