



Put Your Best Foot Forward

Designing a mini course to prepare learners for a successful transition into the workforce after career training.

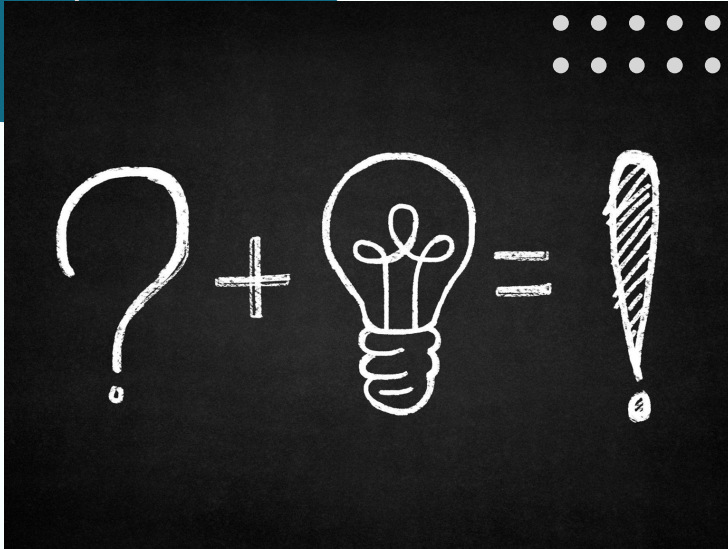
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University of Hawai'i at Mānoa



**How did you feel at your first
job interview after college or
career training?**

The Why



51% said their education did not prepare them to successfully enter the workforce

46% of Gen Z employees said the pandemic made pursuing their career goals more difficult



The Current Situation



Unprepared Grads

Even fully trained graduates do not feel prepared for applying, interviewing, and obtaining a job in their field.



Limited Support

Transitional resources often focus on job opportunities and leave the rest up to the student / applicant.



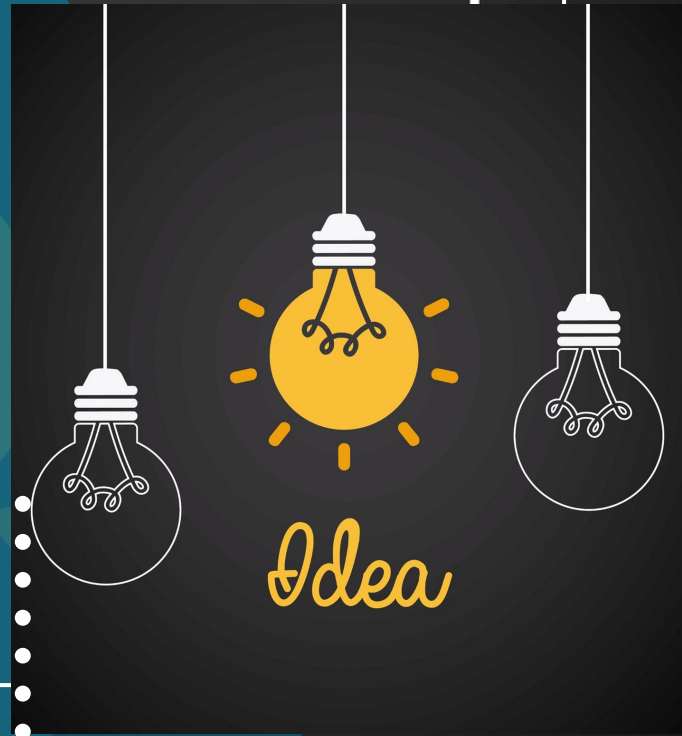


The Need

Without appropriate skills and confidence, young adults cannot effectively market themselves to secure employment after training for their careers.

Our Idea

To develop an interactive course for learners in Hawai‘i to participate in at the end of their post-secondary educational journey that covers the basics of an effective job search while cultivating important soft skills that will aid in their transition into the workforce.

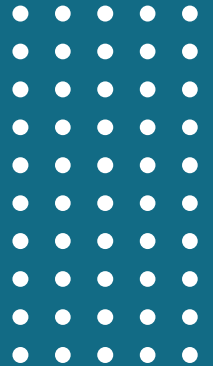




The Course

Put Your Best Foot Forward:

Preparing to Enter the Workforce with Confidence



The Purpose

To prepare young adults for a successful transition into the workforce with relevant learning materials and practice activities designed to:

- Build confidence & resilience
- Improve communication & coping skills
- Develop strategies to effectively market personal skills & abilities to impress potential employers





Target Audience.

Young adults, ages 18 - 25, who are entering the workforce for the first time after completing college or career training

Course Learning Objectives



Identify strategies and coping mechanisms to help manage stress



Evaluate labor market data relevant to a chosen career



Write a resume that highlights key strengths for chosen career



Prepare supporting documents by customizing templates



Demonstrate professional etiquette in a job interview



Describe why they're a great hire for a chosen job in an elevator pitch

Course Modules

01

Orientation

Overview of expectations, goals, and requirements. Introduce gamification theme.

02

Managing Stress

Identify common stressors and discuss strategies to help manage emotions.

03

Employment Documents

Research job openings and make strategic choices to customize templates.

04

Interview Preparation

Research the company, plan to look your best, and prepare to answer questions.

05

Interview Practice

Practice good communication and market strengths and abilities in mock job interviews.

06

Putting it Together

Deliver an elevator pitch to demonstrate new skills.



EMPATHY MAP

THINKS

Needs help coping with social anxiety, stressful situations

FEELS

Motivated by accomplishment and recognition



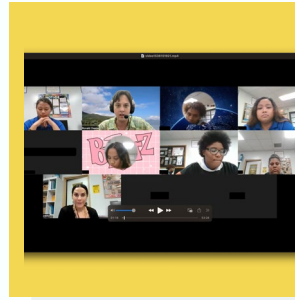
SAYS

Prefers to learn with verbal instructions and short videos

DOES

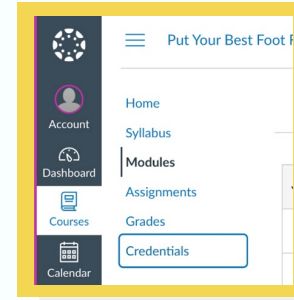
Socializes, gets information, and finds jobs online

Course Technology



ZOOM

Synchronous classroom with breakout activities



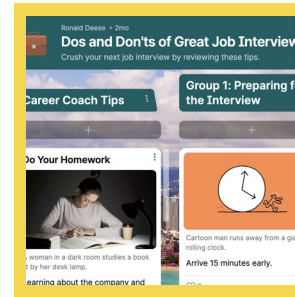
CANVAS

Learning Management System



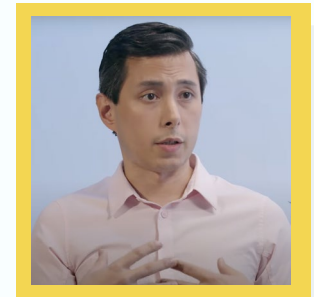
GOOGLE SUITE

Slides and Docs



PADLET

Collaboration tool



H5P

Interactive videos

Difficult Decisions

Technology?



Google Slides



padlet

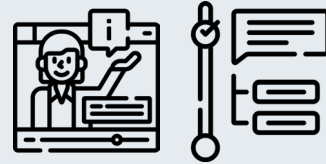


VS.



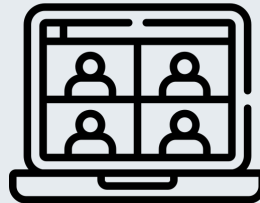
nearpod

Format?

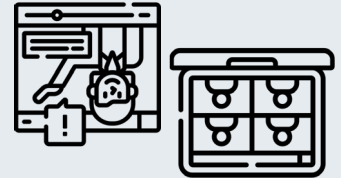


Asynchronous

VS.



Synchronous

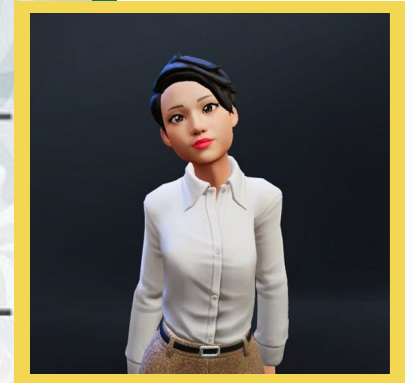


Flipped

Strategy 1 - Student Voice

TIC-TAC-TOE Interview Questions

What motivates you?	What's your greatest strength?	Why should we hire you?
How do you handle conflict?	Tell me about yourself.	Why did you choose your trade?
What's your greatest weakness?	How do you handle stress?	Where do you see yourself in 5 years?

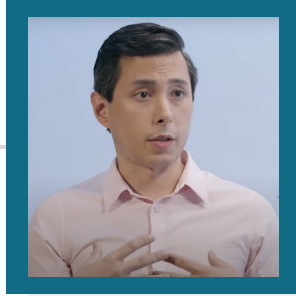


Strategy 2 - Scaffolding



SALES TEAM

Promote a food with a partner then class votes on favorite



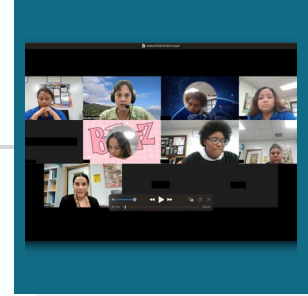
VIDEO

Explanation of elevator speech with examples



TEMPLATE

Write and rehearse speech using template



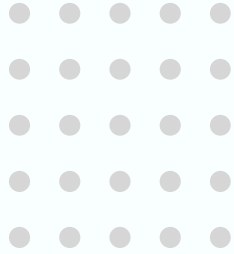
SPEECH

Present elevator speech to the class

Strategy 3 - Gamification

In keeping with the “Put Your Best Foot Forward” title, we used a high-energy marathon theme.

Students win digital badges by completing projects, optional tasks, or having the most popular presentation. Reaching a class badge goal wins everyone a pizza party.



Participation in Badge System (n=9)



MANDATORY



28 Earned
33 Possible

OPTIONAL



19 Earned
27 Possible

CLASS GOAL



47 Earned
42 Goal



Strategy 4: Localization



HEAD

- Hair should be nicely groomed or neatly tied back in a bun or pony-tail
- Natural coverage! Make-up should not be too loud
- Accessory should be conservative, nothing too dramatic that will take the attention away from the face

BODY

COLLAR SHIRT

- Collar shirt should be button-down, solid-color
- Neck-line should not expose cleavage
- Collar shirt needs to be tucked
- Sleeves may be rolled-up or down; rolled-up for a more casual look

ACCESSORY

- Accessory should be conservative, nothing too loud.

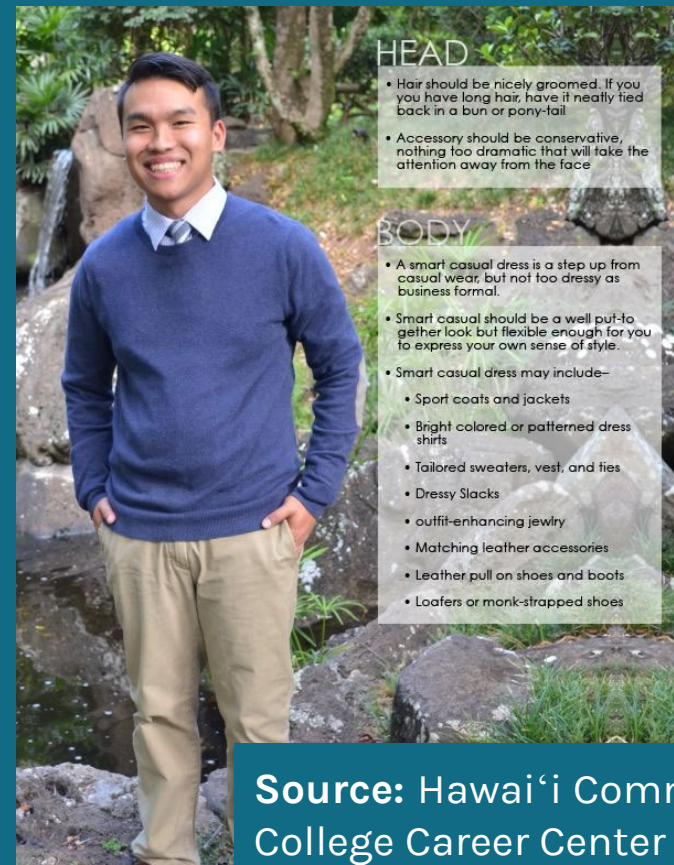
WAIST DOWN

DRESS PANTS & SKIRTS

- Dress pants or skirt must be in solid-color or subtle pin-stripe pattern
- Dress Pant or skirt needs to be fitted and should not expose underwear-line
- Dress pants should cover ankle
- Dress skirt should be knee-length; hosiery must be paired with skirt

DRESS SHOES

- Dress shoes are usually solid-colored and are covered toes; must compliment the overall outfit
- Shoes should not be higher than 2-inch tall



HEAD

- Hair should be nicely groomed. If you have long hair, have it neatly tied back in a bun or pony-tail
- Accessory should be conservative, nothing too dramatic that will take the attention away from the face

BODY

- A smart casual dress is a step up from casual wear, but not too dressy as business formal.
- Smart casual should be a well put-together look but flexible enough for you to express your own sense of style.
- Smart casual dress may include–
 - Sport coats and jackets
 - Bright colored or patterned dress shirts
 - Tailored sweaters, vest, and ties
 - Dressy Slacks
 - outfit-enhancing jewelry
 - Matching leather accessories
 - Leather pull on shoes and boots
 - Loafers or monk-strapped shoes

Source: Hawai'i Community College Career Center



Reflections & Questions



Proud Moments

Our proudest moment was listening to the students make their final speeches on the last day. There was so much growth in professionalism and confidence between their first and last presentation.

Creating a course on a new platform (Canvas).

Active & engaged participation. - gamification worked!

Positive feedback from learners.



Accomplishments

Lessons Learned



Every activity in an online course took twice as long as I expected. Whatever amount of time you planned for ... double it!



Test everything early - the course, tech tools, grading functions, and audio for synch sessions!

Try to keep it simple...for learners and yourself.



Advice for others

Seeking Feedback

What gamification strategies have you used in online classes? How much extra time did it take to implement?



How can this topic be covered in an asynchronous course? I'm not sure how we could provide realistic practice.





Sources

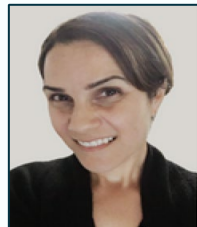
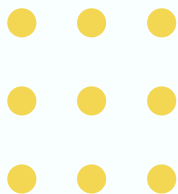
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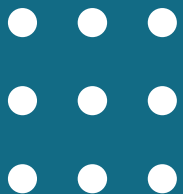
Mahalo!



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ANY QUESTIONS?

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