## Lesson 1 – Goals and Expectations
What do you know and want to know about getting and keeping a job? What are our goals and expectations?
- To help students assess their individual interests, skills, level of motivation and work style
- To begin the self-assessment process as it relates to their TIPS experience
- To set common goals and expectations for the class

## Lesson 2 – Emerging Fields
What career fields are growing in my region? Which of these fields are a good match for me and why? What does my ideal job/career look like?
- To expose students to regional labor market trends and discuss how it affects their future career paths
- To assess students’ work interests
- To use assessments to explore potential career paths

## Lesson 3 – Ideal Job
What does my ideal job/career look like? What post-secondary options will help me achieve my career aspirations?
- To provide professional presentation and public speaking experience
- To identify post-secondary education options and requirements for a particular career path

## Lesson 4 – Job Searching
What are the essential components of a successful job search? How can I promote my strengths while networking?
- To learn the steps involved in a successful job search
- To gain the skills needed to develop an “elevator pitch”
- To practice networking effectively

## Lesson 5 – Resume Writing
Why is a strong resume important to my job search? How can I craft a better resume for myself?
- To reflect on students’ individual “marketable skills”
- To learn how to write a resume for an internship and future job searches
- To provide a realistic idea of what students need to do to secure an internship or job

## Lesson 6 – Cover Letters
What does an effective cover letter look like?
- To learn how to write a cover letter for internship and future job applications

## Lesson 7 & Lesson 8 – Interviewing (Part 1 & 2)
What interviewing skills will help me stand out as an excellent job candidate? Which questions can I ask to learn more about the internship or job opportunity?
- To gain insight into employer interview expectations
- To prepare for an internship interview
- To give students interview experience
- To help students learn how to ask important questions about the position
Lesson 9 – Innovation
What is the Creative Economy and how can I be a part of it? How can I be innovative in my career field? Why is it important that I utilize innovation today?
• To create space for students to discuss what innovation means to them and how it affects their personal and professional lives
• To provide students direct contact with local employers
• To give students an opportunity to explore different and non-traditional workplaces and organizations

Lesson 10 – Local Work Environments
What is it like to work for a local company or organization on a day-to-day basis? How does an actual local workplace compare to my concept of an ideal work environment?
• To provide students with direct exposure to local employers
• To give students an opportunity to observe different workplaces and organizations

Lesson 11 – Workplace Safety
How can I identify hazards on the job to prevent injuries? How should I respond to emergencies in the workplace?
• To help students identify hazards in the workplace
• To ensure students understand that on-the-job injuries are preventable
• To give students an emergency action plan for the workplace

Lesson 12 – Digital Citizenship
What is my digital footprint? How can information I post on the Internet affect my future employment and education opportunities?
• To help students define and manage their digital footprint
• To provide a framework for students to thoughtfully present themselves on the Internet

Lesson 13 – Internship Preparation
Am I ready for my internship?
• To ensure students have all the resources needed to participate in a meaningful and successful internship

Lesson 14 – Reflection
How has the TIPS program contributed to my career development?
• To give students a chance to reflect on their internship experiences
• To provide time for students to share insights on their experiences and learn from one another
• To bring closure to the program