
Parent Education and Employment Readiness (PEER) Curriculum Description

PEER workshops are conducted for Head Start parents to help build a bridge to their future, helping them prepare for work and school. The workshops are interactive, using small group activities and group sharing to give parents a “hands-on” opportunity to practice the methods they are learning.

MODULE A: POST-SECONDARY EDUCATION READINESS (2 Workshops)

Workshop 1: Educational Pathways to Careers

Participants will explore post-secondary educational options, and practice connecting career goals to educational options.

Workshop 2: Financial Aide & Applying to School

Participants will understand financial aid terminology and documents needed to apply. Additionally, this workshop will cover steps to apply to school.

MODULE B: JOB READINESS SKILLS (4 Workshops)

Workshop 3: Creating a Resume & References

Participants will review the components of a resume, learn formatting tips, and understand the importance of using action verbs. This workshop will also review how to compile a professional reference sheet.

Workshop 4: Creating a Cover Letter & Thank You Letter

Participants will discuss the sections of cover letter, and receive tips to help their cover letter stand out by connecting key experiences to skills in the job description. Additionally, participants will learn key components of a thank you letter.

Workshop 5: Job Search & Networking Strategies

Participants will review networking strategies, traditional job searching strategies, and discuss the use of technology in today’s job search. The workshop will also cover how to develop a personal introduction to potential employers.

Workshop 6: Interview Techniques & Dress for Success

Participants will review different types of interview, and learn how to handle illegal interview questions. Additionally, this workshop covers interview preparation tips, appropriate interview dress.

MODULE C: WORKPLACE SUCCESS (4 Workshops)

Workshop 7: Barriers to Employment Success

Participants will reflect on personal barriers that may limit workplace success. Through small group discussions, participants will brainstorm possible solutions and resources to overcome these barriers.

Workshop 8: Soft Skills in the Workplace

Participants will learn about the importance of “soft skills” in the workplace, discuss real workplace scenarios in small groups, and engage in self-assessment to identify areas of “soft skill” improvement.

Workshop 9: Professionalism & Workplace Ethics

Participants will review professional behavior, attitude, and appearance; and learn basic workplace ethics concepts.

Workshop 10: Conflict Resolution in the Workplace

Participants will identify their personal conflict styles, and learn steps to proactive conflict resolution using real-life workplace scenarios.