

2 ½ Day SAMPLE TAP Agenda-Morning Start
(Starts at 8:00 am on Day 1 and finishes at 12:00 pm on Day 3 of Workshop)

Instructor Manual		Participant Manual		
Lesson Plan	Page #	Manual Section	Page #	Suggested Time Allowance
DAY ONE – AM				
8am -12 pm				
WORKSHOP INTRODUCTION		Introduction/DOL Standards and Expectations/Transition Quiz		¾ hour
1. PERSONAL APPRAISAL		1.1 Deal With Stress		¼ hour
		1.2 Create A Career Catalog		2 hours
		1.3 Identify Strengths and Challenges		
		1.4 Analyze Your Skills		
		1.5 Determine Your Work Preferences		
	1.6 Analyze Work-Related Values			
2. CAREER EXPLORATION		2.1 Career Research		½ hour
		2.2 Assess Financial Needs		½ hour
DAY ONE – PM				
1pm – 4pm				
3. STRATEGIES FOR AN EFFECTIVE JOB SEARCH		3.1 Set Goals		3 hours
		3.2 Get Organized		
		3.3 Approach the Job Search Process		
		3.4 Research Companies		
		3.5 Job Search Assistance		
		3.6 Job Search Online		
		3.7 Analyze Want Ads		
		3.8 Complete Application Forms		
	3.9 Opportunities for Federal Civil Service Employment			
DAY TWO – AM				
8am -12 pm				
3. STRATEGIES FOR AN EFFECTIVE JOB SEARCH (continued)		3.10 Create an Effective Resume		4 hours
DAY TWO – PM				
1pm – 4pm				
3 STRATEGIES FOR AN EFFECTIVE JOB SEARCH (continued)		3.11 Write Cover Letters		½ hour
4. INTERVIEWS		4.1 Understand The Interview Process		2 ½ hours
		4.2 Take Employment Test		
		4.3 Present Your 30-Second Commercial		
		4.4 Prepare for Interviews		
		4.5 Dress for Success		
		4.6 Sharpen Your Listening Skills		
	4.7 Interpret Body Language			
DAY THREE – AM				
8am -12am				
4. INTERVIEWS (continued)		4.8 Answer Questions (Mock Interviews)		2 ¾ hours
		4.9 Ask Questions During Interviews		
		4.10 Follow Up After Interviews		
		4.11 Analyze Why You Did Not Get a Job		
5. REVIEWING JOB OFFERS		5.1 Evaluate Job Offers		¾ hour
		5.2 Negotiate Job Offers		
		5.3 Communicate Your Decision To The Employer		
6. SUPPORT & ASSISTANCE		Support & Assistance		15 minutes
7. CLOSE WORKSHOP		Answer Questions/Closure / Critiques		15 minutes