

**3 Day SAMPLE TAP Agenda**  
**(Starts at 8:00 am on Day 1 and finishes at 4:00 pm on Day 3 of Workshop)**

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