

**21st CENTURY SKILLS ACADEMY HANDBOOK**

***Preparing Tomorrow’s Workforce***



*The Next Generation Zone is an equal opportunity employer/program.*

*Auxiliary aids and services are available upon request to individuals with disabilities.*

*Washington Relay 711.*

*21st Century Skill Academy Handbook and Training*

*Revised: Apr-18*

Dear 21ST Century Skill Academy Participant,

Congratulations! You have been selected to participate in the 21st Century Skills Academy. The goal is to prepare you to successfully gain and sustain future employment.

This handbook is designed to provide the policies and procedures of which you will be expected to uphold during the program. These policies and procedures are similar to what you will most likely encounter in the workplace.

Each Academy day consists of a different job-seeking theme. Upon your successful completion of the 21st Century Skills Academy, you will be provided with the tools and resources to work toward finding the career or job that highlight your special brand and skills.

In closing, I would like to thank you for your commitment to being taught, trained and developed into the next generation of employees.

Sincerely,

Trina Clayeux, PhD.

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**Benefits of the 21st Century Skills Academy**

Each Career Specialist at the Next Generation Zone will assist in the 21st Century Skills Academy workshops along with the teacher. You will have the opportunity to work with the different staff members and add the following techniques and skills to your personal brand and workforce readiness:

**SKILL BUILDING**

**Digital Literacy- Microsoft Programs**

 Ability to confidently navigate a computer and the Microsoft programs: Outlook, Word, Power Point & Excel.

**Personal Branding**

 Explore what Soft and Hard Skills make you the top applicant for the job and how to speak confidently to these skills in an interview.

**PROFESSIONAL PORTFOLIO**

**Resume/Cover letter Developed by a Certified Professional Resume Writer (CPRW)**

 Learn the importance of language and formatting to help your documents stand out.

**Corresponding Networking Cards**

 Understand the importance of networking through best practices.

**Keep all your professional documents organized**

 Resume, cover letter, certifications, etc.

**JOB SEEKING SKILLS**

**Job searching techniques**

 Participate in career exploration and navigation of your WorkSource WA account.

**Best practices on completing online applications**

 Assistance with creating a master application.

**Mock interviews with Career Specialists**

 Learn how to perform well in your future interviews.

**Development of workplace etiquettes**

 Discuss how to professionally conduct yourself in the workplace.

**ACCESS TO LOCAL EMPLOYER NETWORK**

**Local Business Panel**

 Connect face to face with employers that have jobs that need to be filled.

**Professional Industry Mentors**

 Learn what it takes and how to get your career started.

**Policies and Procedures**

**SIGNING IN**

Participants are expected to sign in for each session upon arrival. A clipboard with attendance sheets is located on the table by the door as you enter the classroom.

**ATTENDANCE**

Regular and punctual attendance for the duration of each scheduled session is required due to the fast-paced nature and the amount of material being covered.

If you discover you are unable to attend a scheduled session OR if you are going to be late, contact the front desk, (509) 340-7800 at least one hour prior to the scheduled start time. Please leave a message with your name, contact number, and reason for absence.

In the event that you need to leave early, you must make arrangements with your Career Specialist and inform the teacher prior to the start of the session.

**SCHEDULED BREAKS**

Participants will be provided at least one 10-15-minute scheduled break each session. Break times are to be used to check your phone, smoke, and use the facilities. You are expected to stay on campus for breaks. All tobacco use, and vaping are to be done at designated smoking areas only.

**FOOD AND SNACKS**

Food and water are provided during Academy for participants while in session. Please be courteous of all others in class while snacking and breaks will be used to resupply snack items.

**CONTRABAND ITEMS**

The Next Generation Zone adheres to a zero-tolerance policy regarding alcohol, drugs (**including marijuana**) and weapons. This is also extended to being in possession of paraphernalia and/or being under the influence while on campus. The Next Generation Zone is a safe place and it is important to be aware that others may be in recovery.

If you are suspected to be in violation of this policy, you will be asked to leave for the day and will need to meet with your Career Specialist before returning to the Academy.

**CELL PHONE USE**

Cell phones are expected to be silenced and out of sight during each session. Scheduled break times are provided for you to check messages and return phone calls.

**PERSONAL APPEARANCE**

Your personal appearance affects your ability to obtain employment. All participants are expected to be clean, well groomed, and appropriately dressed. This includes:

Bathing and showering daily

* Use of deodorant and avoiding excessive fragrances
* Clean and combed hair
* Daily brushing of teeth
* Wearing recently and regularly laundered clothes
	+ Clothing that displays drugs, alcohol, nudity, profanity, or hate language is not tolerated.
	+ Clothing should completely cover under garments.