

Employability Syllabus

Time: 40 hours

Maximum Class Size: 20

Prerequisites: None

Course Description: This 40-hour LIUNA course seeks to help participants identify ways in which they can have a successful career in the construction industry by providing essential information that is key to both employment and everyday life. Participants develop a sense of what traits that are essential for valued employees. Participants learn what it takes to become a good communicator: vocal characteristics, body language, gestures, facial expression and concise use of language. Becoming an active listener, identifying and completing a variety of employment forms, creating a resume, interviewing skills, identifying essential documents, good record keeping and adopting a healthy lifestyle are addressed. Students work together to explore problem-solving and team-building. This course provides the background knowledge that many laborers and apprentices may need. By exploring the concepts, participants are exposed to skills that allow them to actively, confidently and successfully pursue their career and personal goals.

Goals/Objectives/Student Learning Outcomes:

- General a list of differences between being a union and non-union worker
- List, in order of decreasing authority, the positions in a typical construction project chain of command.
- Describe the role of foreman, steward, supervisor and laborer
- Explain how a union local is structured and list three ways a member can be involved in his/her union.
- List five basic skills that relate to becoming a CCL.
- Identify job skills you already possess.
- Define and explain the importance of standards.
- Define and explain how the CCL Apprenticeship Program provides an opportunity to learn and demonstrate CCL skills while obtaining job experience.
- Identify several (2-3) workplace forms, the type of information requested on each and why employers require this information.
- Complete various apprenticeship and work forms.

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Goals/Objectives/Student Learning Outcomes:

- Explain why record-keeping is important and identify ways to keep employment and personal records.
- Identify important personal records and how to obtain copies of each if needed.
- Demonstrate effective communication skills.
- Present yourself in a positive manner in person and when using the telephone.
- Convey clear directions to a group.
- Demonstrate good listening skills by identifying specific points in a conversation.
- Demonstrate effective interviewing skills by responding to and asking appropriate questions and using active listening skills.
- Demonstrate effective team work by completing assigned tasks.
- Identify roles and responsibilities needed to complete a job.
- Identify undesirable work ethics and the consequences of each.
- Match PPE to the correct description.
- Identify safe and unsafe conditions.
- General a list of tasks in the construction trade that require physical fitness.
- List the effects of alcohol, drug and tobacco use to maintaining employability.
- List the signs and symptoms of stress.

Classroom Rules and Procedures:

- All classes begin at 6:30 am and end at 3:00 pm
- Upon entering classroom, all participants must sign in and be seated by 6:30 am
- Class will consist of a combination of lecture, video, demonstration, coached group exercises, individual exercises and assessment.
- Students are required to report to class ready to work and maintain the provided PPE

Textbooks/Readings/Materials:

- LIUNA: Employability IG
- LIUNA: Employability PG
- Employability Student Handout Packet
- LIUNA: Employability Exit Exams A & B
- Exit Exam Answer Sheet & Keys
- LIUNA Employability Power Point
- Flip Chart
- Markers
- Computer
- Projector

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Course Requirements

To receive credit for the course, participants must:

- Be present for full forty hours
- Participate in all classroom exercises
- Pass a written exam

Course Policies

- Participants must be on-time and ready to work.
- Participants must return from breaks on-time.
- Participants must participate in each exercise and assignment

Assessment and Grading

Participants will be assessed on the following:

- All written exams must be passed with a score of 80% or above.
- All hands-on activities and exercises are graded on performance and participation. They are pass/fail and must be passed with a score of 80% or above.

Safety

Failure to maintain and use PPE may result in dismissal from the course.