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| **Virtual Training Schedule - Mockup** | | | |
| **Week** | **Activities/Training/Class** | **Staff Involved** | **Time** |
| **Week One** | **Day One – Cohort Input**  **Meet & Greet new students via Google Hang-outs or WebEx Virtual Cohort Assembly**   * Center Director Welcome, Meet Center Management Staff * Show Center video * Meet & Assign Student Mentors * Meet & Assign Staff Mentors | CPP Instructor, Center Director, Center Management Team | 1.5 hours |
| **Instruction on Basic Information Technology Skills**   * Teach and Setup user names, passwords, emails, portals, internet connectivity * Instruction on Google Hang-outs and Google Docs * Assessment of skills – individual instruction, interactive session * Breakout groups based on skill level | IT Specialist, IT Instructor, designated staff | 2.5 hours |
| **Student Connection**   * Student I.D. bingo, cohort member introductions, staff member details | Recreation staff | 30 minutes |
| **Day Two – Cohort Connection**   * Center Staff Connection, Counselors, SPO, Wellness Manager * Student Leaders Connection, SGA Video presentation * Virtual Center Tour | Designated staff, SGA, Video presentation | 1 hour |
| **Virtual Cohort Assembly**   * Introduction to CDSS * Job Corps Overview * Benefits, policies, procedures * Q&A with students | Designated staff | 1 hour |
| **Wellness Presentation**   * CDC Guidelines * Personal Health and Wellness, Stress reduction, Sexual Harassment, * TEAP services | Wellness staff | 1 hour |
| **Participation and Attendance**   * Expectations & Procedures * Contact information sharing * Time management in a virtual environment * Open discussion – Working through issues | Counselor, CSO | 1.5 hours |
| **Congratulations on enrollment in Job Corps**   * Instagram messages to individual students | Student & Staff Mentors |  |
| **Day Three – Cohort Motivation**  **Virtual Cohort Assembly**   * Career Success Standard Skills * Counselor Presentations - Counseling Services, ESP’s, Social Intake Scheduling | Social Development Staff, Counselors | 1.5 hours |
| **Individual Meetings**   * Counselors/ Designated times via Google Meets * Alternate schedule – Individual IT issues/help | Counselors | 30 minutes each session |
| **Assessments in Job Corps**  What they are and how they help  Discussion of TABE Testing - Virtual Testing, Accessing DRC Website, TABE Locator and Sign Up  **Academic Programs in Job Corps**  HSE, GED/HiSet, etc.  Discussion of career pathways & requirements (primer for MyPACE) | Designated Academic Staff | 2 hours |
|  | **Day Four – Cohort Direction**  **TABE Locator - DRC Website** | Academic Staff Assistance | 1 hour |
| **Job Corps Information Systems**   * Discussion of Student Benefits, Allowances & Allotments * EEO, Civil Rights, Standards of conduct * Virtual Student handbook | SPO Presentation | 1 hour |
| **Programs/Career Training Offerings**   * CTT Program – Overview and virtual tour of classrooms and shops * Employer presentation – video | CTT Manager | 1.5 hours |
| **Careers Readiness Introduction**   * Highlights of MyPACE & Career Readiness Planning * Virtual Career Readiness Presentation * Open Dialogue - student discussion of their career objectives | CPP Instructor | 1 hour |
|  | **Day Five – Cohort Testing**  **TABE Testing**   * Sign up for TABE Test- Access DRC Website * TABE Test – Numeracy | Designated Academic Staff/TABE Administrator | 2 hours |
| **Student Success Video Stories** | CTT Staff/Student Stories | 1.5 hours |
| **Week One Overview**   * Open discussion | CPP staff | 1 hour |
| **Virtual Pizza Party**   * Pizza delivery to student homes – Week 1 Celebration | Designated Staff,  Student Mentors |  |
| **Further**  **Connection** | **Throughout Week One**   * Students will have the option of participating in virtual “Fun Activities”   Examples: Virtual Bingo, Virtual Work-Outs, Virtual Cooking Class, Virtual Movie Night | Recreation Staff |  |
| **Week 2** | **Day One – Cohort Success**  **Career Success Standard Skills**   * Group/Team Building Activity * Social Skills Training * Daily CSS Skill Exercise | CPP Instructor/Residential Staff | 1 hour |
| **TABE Testing**   * Access DRC Website * TABE Test – Literacy | TABE Administrator | 1 hour |
| **Counselor Check-In Group Activity** | Counselor | 30 minutes |
| **MyPACE Lessons 1-2**   * Staff present lessons via Google Classroom * Students work on their own * Complete assignments and exit tickets | CPP, My PACE Instructor | 2 hours |
|  | **Weekly Days 2-5 – Cohort Success**  **Career Success Standard Skills – One Per Day**   * Group/Team Building Activity * Social Skills Training * Daily CSS Skill Exercise | CPP Instructor  Residential Staff | 1 hour |
| CTR Student Success Video Stories | CTT Staff, Students | 1 hour per day |
| **MyPACE Lessons 3-10**   * Staff present lessons via Google Classroom * Students work on their own * Complete assignments and exit tickets * Individual check-in with CPP staff | CPP Staff | 2 hours per day |
|  | **Mentor Check In**   * Students and mentors connect at least 2x per week | Student Mentors |  |
|  | **Counselor Check-In**   * Individual Check-In at least 2X per week | Counselors |  |
| **Further**  **Connection** | **Throughout Week Two**   * Students will have the option of participating in virtual fun activities   Examples: Virtual Charades, Game Night, Virtual Workouts, Share TikTok Videos, Virtual Dance Contest | Recreation Staff |  |
| **Week 3** | **Weekly Days 1-5 – Cohort Development**  **Check-in**   * Weekend * Progress * Questions, Concerns, Issues – Small group sessions | CPP Instructors/Counselors | 30 minutes |
| **Personal Growth Topics**:   * Fit for Life/Nutrition * Diversity * Workplace Safety * Bullying & Harassment | CPP Instructor/Designated Staff | 1-1.5 hour session per topic |
| **MyPACE Lessons 11-20**   * Staff present lessons via Google Classroom * Students work on their own * Complete assignments and exit tickets * Individual check-in with CPP staff | CPP Staff | 2 hours per day |
| **TABE Results**   * Individual CMT Meetings | Counselor, CMT staff | 1 hour |
| **Mentor Check-In**   * Students and Mentors connect at least 2X per week | Mentors |  |
| **Further Connection** | **Throughout Week Three**   * Students will have the option of participating in virtual fun activities   Examples: Virtual Dorms, Virtual Game Night, Virtual Cookie Making, Virtual Workout | Recreation |  |
| **Week 4** | **Weekly Days 1-5 – Cohort Growth**  **Check-in**   * Weekend * Progress * Questions, Concerns, Issues – small group sessions | Counselors | 1 hour |
| **Personal Growth Topics**:   * Financial Literacy * Parenting * Conflict Resolution * Customer Service * Dress for Success | CPP Instructor, Designated Staff | 1-1.5 hour session per topic |
| **MyPACE Lessons 21-30**   * Staff present lessons via Google Classroom * Students work on their own * Complete assignments and exit tickets * Individual check-in with CPP staff | CPP Instructors | 2 hours per day |
| **Further Connection** | **Throughout Week Four**   * Students will have the option of participating in virtual fun activities * Example: Virtual Dorm, Game Night, Virtual Cookie Making, Virtual Body Building, Virtual Fashion Show | Recreation Staff |  |
| **Week 5** | **Weekly Days 1-5 – Cohort Progression**  **Check-in**   * Weekend * Progress * Questions, Concerns, Issues – small group sessions | CPP Instructor, Counselors | 1 hour |
| **Career Management Team (CMT)**   * Meeting, Review and Approval of Career Plan * Pathway Achievement Record (PAR) initiation * Individual Meetings with each student | CPP Staff/CMT Staff | 1.5 hours |
| **Introduction to Foundation Courses**   * Foundations Courses Explained * Virtual foundations class assignments | Academic & CTT Managers | 30 minutes |
| **Graduation Assignment**   * Create a “Google Slides” Vision Board “ My Career in 5 Years” | Foundations, CPP Staff | 1-2 hours |
| **Virtual CPP Graduation Pizza Party** | Designated Staff |  |
| **MyPACE Summative Exams**– 5 per day   * Students Presentation of Career Plan Summative Exams | Foundations, CPP Staff | 1 hour |
| **Vision Boards**– 5 per day   * Presentation of student Vision Boards | Foundations, CPP Staff | 1 hour |
| **Foundation Course Work** **- Healthcare or Construction**   * Group lessons * Individual lessons | Foundations, Academic & CTT staff | 2 hours per day |
| **Required Courses**   * Driver’s Ed Permit Class * Resume Building * Job Search Techniques * Applications * Work Requirements | Designated staff | 1.5 hours per day |
| **Further Connection** | **Throughout Week Five**   * Students will have the option of participating in virtual fun activities * Examples: Driver’s Ed Study Group, TikTok videos, Virtual Zumba, Virtual Body Building, Virtual Dorm, Game Night, Virtual Cookie Making, Virtual Fashion Show | Recreation Staff |  |
| **Week 6** | **Weekly Days 1-5 – Cohort Advancement**  **Check-in**   * Weekend * Progress * Questions, Concerns, Issues – small group sessions | Foundations Instructors,  Counselors | 30 minutes |
| **Foundation Course Work** **- Healthcare or Construction**   * Group lessons * Individual lessons | Foundations, Academic & CTT staff | 2 hours per day |
| **Presentations**   * Certifications * OSHA, Serve-Safe * CPR * Small group study groups | Foundations, CTT Manager, staff | 1 hour |
| **Required Courses**   * Job Interview Techniques * Employer Videos * Virtual One-Stop Registration * Driver’s Ed Permit Class * Resume Completion | Designated Staff | 1 hour |
| **Further Connection** | **Throughout Week Six**   * Students will have the option of participating in virtual fun activities * Examples: Virtual Dorm Party – Hang with other center students. Driver’s Permit Study Group, Virtual Game Night, Virtual Pizza Making, Virtual Body Building, Virtual Workout | Recreation Staff |  |
| **Week 7** | **Weekly Days 1-5 – Cohort Foundations**  **Check-in**   * Weekend * Progress * Questions, Concerns, Issues – small group sessions | Foundations, Counselors | 30 minutes |
| **Foundation Course Work** **- Healthcare or Construction**   * Group lessons * Individual lessons | Foundations, Academic & CTT staff | 2 hrs. per day |
| **Required Courses**   * Mock Job Interviews * Resume reviews * Individual assignments – virtual or actual visit to Career Link/One Stop for registration * CTR/CTS Presentations – The world of work in your area | Designated CPP/CTR, CTS Staff | 1-1.5 hours |
| **Exams/Certification**   * Exam/Certification Preparation * On-line Certification Exams | Designated Staff | 30 minutes to 1 hour |
| **Further**  **Connection** | **Throughout Week Seven**   * Students will have the option of participating in virtual fun activities * Examples: Virtual Game Night, Healthy Option Cooking Class, Virtual Scavenger Hunt with staff, TEAP groups, Virtual Body Building, Virtual Workout | Designated Staff |  |
| **Week 8** | **Weekly Days 1-5 – Cohort Completion**  **Check-in**   * Weekend * Progress * Questions, Concerns, Issues – small group sessions | Counselor | 30 minutes |
| **Foundation Course Work** **- Healthcare or Construction**   * Group lessons * Individual lessons | Academic & CTT Staff | 2 hours per day |
| **Required Courses**   * Individual Practice Job Interviews * Take Driver’s Permit Test online * Building a Career Portfolio * Saving Documents to your Flash Drive * Advanced IT Skills * Basic Leadership | Designated CPP/CTR, CTS Staff | 1-1.5 hours |
| **Finish Certification exams** | Foundations & CTT Staff |  |
| **Virtual CPP to CDP Evaluation** - Individual | Counselors,  Career Management Team(CMT) | 30 Minutes each |
| **Virtual Graduation Celebration** | Students, Mentors & Center Team |  |
| **Further**  **Connection** | **Throughout Week Eight**   * Students will have the option of participating in virtual fun activities * Examples: Virtual Fashion show, Low-Cal Cooking Class, Virtual Fitness class, Virtual Body Building,CTT Readiness Q&A |  |  |
|  | | | |
| **Personal Study Time**  To complement the above scheduled hours student time will be heightened by personal and group study outside of classroom/center events | | | |