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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 helpDiscussion 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 InstructorResidential 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 |