

## Ready to Work (R2W)

*"Preparing our youth to succeed in the workplace"*

### R2W Universal Mission Statement

Ready to Work, (R2W), was established to provide the essential job skills to youth ages 12-18 for future placement in the workforce.

# R2W

#### Program Director

Towanda Mullins



#### Co-Director

Barry Jackson



#### Co-Director

Angela Smith



## Ready to Work (R2W)



### Program Requirements

- Application and parental authorization
- Maintaining a 2.5 GPA (cumulative)
- Zero tolerance with misbehavior during R2W Sessions
- Report card verification (Students are responsible for submitting report cards in a timely manner)
- No expulsions during the school year

### SESSIONS

1. Public Speaking (Presenting to succeed)
2. Resume Writing
3. Effective Relationship Building with co-workers
4. Business Etiquette
5. Strategies for Finding a Job
6. Mock Interviews
7. Certification
8. Exit Interview

Sessions will be held on a weekly basis. Start time 5:30pm-7:30pm, business casual attire a must for all sessions.

**Perfect attendance mandatory!**



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**Ready to Work  
R2W  
Youth Program**

#### Location:

**Gus Johnson Community  
Center  
1015 S. Hawkins Ave.  
Akron, Ohio 44320**

## ***Youth Training Curriculum***

### **Public Speaking (Presenting to Succeed)**

- Telephone etiquette (how to answer the phone, take a message)
- Simulations and role play
- Speaking effectively
- How to address a business professionally regarding an application or resume

### **Resume (Business Writing)**

- What is a resume?
- How to prepare a resume
- How to fill out an application
- How do I obtain references personal and professional

### **Effective Relationship building with co-workers**

- Diversity
- Change
- Today's Youth, Tomorrow's Leaders
- TEAM Building (Together, Everyone, Achieves, More) How to become a TEAM player

### **Business Etiquette**

- Dress
- Walk
- Posture
- Body language
- Greet, Meet, Handshake, Eye Contact
- Office environment (Etiquette)
- Professionalism



### **Strategies for finding a job**

- Assess your interests
- JIST cards (cross between a business card/resume)
- Start your own business

### **Mock Interviews**

- Dress for success when seeking employment
- Questions interviewer will ask during an interview

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Youth Program***

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Program Director  
Towanda Mullins  
O: 330-836-8067 EXT. 16  
C: 330-329-8002  
E: R2W.readytowork@gmail.com