

# Career Launch Scope and Sequence

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## Overview

The Hats & Ladders Career Launch curriculum offers a blended learning experience designed to enhance workplace readiness. It comprises 16 lessons across four key topics: **Getting the Job**, **Workplace Readiness**, **Money Skills**, and **Powerskills**. Each lesson, aligned with WIOA standards, includes both digital learning activities through the Hats & Ladders online platform and classroom-based exercises to deepen Climbers' workplace readiness skills. Climbers will engage in synchronous, project-based learning, with ongoing support from Hats & Ladders.

### Workforce Units

1. **Getting the Job.** Equipping Climbers with essential job-seeking skills.
2. **Workplace Readiness.** Developing professional communication and technical skills for workplace success.
3. **Money Skills.** Building financial literacy and management skills.
4. **Powerskills.** Enhancing social-emotional skills for personal and professional growth.

### Lesson Format

- Lessons are approximately 60 minutes each
- Sessions are facilitated synchronously using a project-based approach
- Each lesson is aligned with a specific Career Climb, ensuring a 1:1 connection between the lesson content and the self-guided learning experience
- Lessons include a warm-up, an aligned Career Climb, hands-on activity, and a rubric for assessment; some lessons also feature optional extension activities
- By the conclusion of each lesson, Climbers will have produced tangible learning artifacts that demonstrate mastery of the lesson-specific skills

### New: Career Climbs

- Self-guided online modules in Hats & Ladders intended to reinforce lesson learning
- 4-5 Ladders make up 15-30 minutes of digital self-guided learning experiences
- Career Climbs scaffold the development of tangible artifacts that demonstrate Climber progress and mastery of key skills

### Rubrics

- Each classroom activity includes a rubric for Coaches to evaluate Climber's work
- Each rubric assesses four key criteria related to the activity
- To evaluate Climbers' work, ensure you collect all relevant artifacts from the activity
- For role-play activities, observe and assess Climber's performance in real-time as they present their scenarios to the group

## Getting the Job

Climbers are equipped with essential job-seeking skills to overcome barriers to employment by producing essential documents, such as cover letters and resumes, enabling them to secure a job interview. Lessons in this unit address how to overcome job-seeking barriers often overlooked in standard education curricula and provide practical, hands-on learning experiences and an opportunity to develop job-seeking skills.

### Lesson & Career Climb Objectives

- **Job Hunt Journey:** Learn how to read job postings, stay organized throughout the job search process, and develop strategies to persevere through challenges while maintaining motivation.
- **Resume Ready:** Learn how to create a polished resume that highlights your skills using the STAR method, avoids common mistakes, and stands out to employers.
- **Cover Letters to Land It:** Learn how to write a tailored cover letter that introduces yourself, showcases your skills, and aligns your qualifications with the job requirements, even with limited experience.
- **Interview IQ:** Learn how to communicate confidently in interviews, using both verbal and non-verbal techniques to leave a lasting impression on hiring managers.

### Key Unit Activities

- Join a job search community such as Indeed or LinkedIn
- Craft a usable personal statement
- Produce a resume and cover letter
- Participate in mock interviews to build confidence and interview skills

### Assessment

Success will be measured by the quality of application materials and activity outputs. Activity-specific rubrics (Leveled 1-4) will be used to assess Climber's work for mastery.

### WIOA Alignment

- **E4. Occupational Skills Training.** Emphasizes training programs that lead to recognized credentials and proficiency in specific vocational skills, which is essential for job readiness.
- **E5. Education Offered Concurrently with Workforce Preparation.** Combines job search activities.

## Workplace Readiness

Climbers gain the essential skills and knowledge needed to succeed in a professional environment. Through practical communication techniques and hands-on activities, they will learn to navigate workplace dynamics, build positive relationships, and demonstrate professionalism. This unit lays the foundation for long-term career success by equipping Climbers with the tools to foster collaboration, boost confidence, and enhance employability in diverse work settings.

### Lesson & Career Climb Objectives

- **Professional Communication:** Learn how to communicate with clarity and professionalism in both verbal and written interactions in the workplace.
- **Confident Communication:** Learn how to speak with confidence, using positive body language and assertive language to communicate clearly in workplace settings.
- **Write Right at Work:** Learn how to write clear, concise, and professional emails, reports, and memos suited for different workplace situations.
- **Digital Dialogue:** Learn how to maintain professionalism in digital communication, including emails, instant messages, and video calls, while adhering to proper etiquette.

### Key Unit Activities

- Develop a personal communication improvement plan
- Practice public speaking skills by delivering a 5-minute presentation on a relevant topic
- Engage in mock phone conversations, focusing on professional etiquette and communication
- Compose professional emails, including a resignation letter, to demonstrate the appropriate tone and format

### Assessment

Success will be measured by the quality of each Climber's work through activity-specific rubrics (Leveled 1-4) that assess mastery of key skills. These rubrics will focus on clarity, professionalism, and effectiveness in communication, with each activity designed to build specific workplace competencies.

### WIOA Alignment

- **E5. Education Offered Concurrently with Workforce Preparation.** Integrates technical skills training with professional communication and presentation skills.
- **E6. Leadership Development Opportunities.** Encourages responsibility, confidence, and employability through peer-centered activities.

## Money Skills

Climbers are equipped with the essential financial skills needed to earn, manage, and grow their money responsibly. Financial literacy is a critical life skill for achieving independence and stability. This unit focuses on building practical financial knowledge that will empower Climbers to make informed decisions and build a secure financial future.

### Lesson & Career Climb Objectives

- **Budget Smarts:** Learn how to manage budgets and spending plans to track income and expenses effectively.
- **Bank on Money Management:** Understand the basics of managing personal finances, including digital banking platforms and financial planning tools.
- **Getting Paid Your Due:** Learn how to read and understand pay stubs, including the components of income, deductions, and taxes.
- **The Credit Climb:** Understand credit management, including credit scores, credit reports, and the importance of building and maintaining good credit.

### Key Unit Activities

- Modify a monthly budget template that accounts for all income sources and expenses
- Develop a plan to track and monitor income and expenses over time
- Explore and understand the basic features of digital banking platforms
- Learn about credit billing cycles and how to manage credit effectively
- Review and analyze the key components of a pay stub and understand how taxes are deducted

### Assessment

An activity-specific rubric (Leveled 1-4) will be used to assess Climbers' budgets, financial management plans, and understanding of banking and credit. This rubric will evaluate Climbers' ability to demonstrate key financial skills and apply them to real-world scenarios.

### WIOA Alignment

- **E11. Financial Literacy Education.** Directly addresses budgeting, managing income, understanding taxes/pay stubs, and using digital banking platforms.

## Powerskills

Climbers develop and practice social-emotional skills that are critical for both personal and professional success. Often referred to as "soft skills," these foundational skills help Climbers build relationships, manage emotions, and make responsible, informed decisions in the workplace. Mastery of these skills empowers Climbers to navigate the workplace with confidence, foster positive interactions, and handle challenges thoughtfully and productively.

### Lesson & Career Climb Objectives

- **Stress Less:** Learn emotional regulation and stress management techniques and apply them to workplace scenarios.
- **Time Well Spent:** Develop time management strategies, with a focus on punctuality and scheduling, to enhance productivity and work efficiency.
- **Conflict, Managed!:** Understand and practice conflict management strategies to address workplace challenges and foster a positive environment.
- **Ethics: Decisions that Matter:** Explore ethical dilemmas, analyze their implications, and propose responsible solutions based on industry-specific scenarios.

### Key Unit Activities

- Learn emotional regulation techniques and apply them to workplace stress scenarios.
- Identify time management strategies that support punctuality and productivity in the workplace.
- Develop a conflict management plan and apply it to realistic workplace scenarios.
- Identify and analyze ethical dilemmas in their field and propose thoughtful solutions.

### Assessment

An activity-specific rubric (Leveled 1-4) will be used to assess Climbers' work for mastery of the key Powerskills. This rubric will evaluate their ability to manage stress, handle time effectively, resolve conflicts, and navigate ethical situations with professionalism.

### WIOA Alignment

- **E6. Leadership Development Opportunities.** Enhances self-awareness, self-regulation, social awareness, relationship skills, and conflict resolution through community service and peer-centered activities.

## Scope & Sequence

Unit	Lesson & Career Climb Title	Lesson Activities	Ladders in Career Climb
Getting the Job	Job Hunt Journey	Join a Job Search Community Prepare a Clear Story About You!	Kickstarting Your Job Search
			Getting Into the Job Search Mindset
			How to Stand Out in Your Job Search
			Job Postings Decoded
	Resume Ready	Resume Building Blocks	Resumes: Your Professional Story
			Write a Winning Resume with the STAR Method
			Resume Rookie to Rockstar
			Resumes to Power Up Your Potential
	Cover Letters to Land It	Crafting Your Cover Letter	Cover Letter Starter Kit
			What Should A Cover Letter Say?
			How to Write a Cover Letter
			Practice Writing a Cover Letter
Interview IQ	Mock Interview Practice Write an Interview Thank You Note	All About Interviews	
		Winning Words to Make You Shine	
		Actions Speak!	
		Interview Prep Playbook	
Money Skills	Budget Smarts	Customize a Monthly Budget	Budgeting Basics
			What's My Money Personality?
			Smart Budget Tips
			Tips for Setting Reasonable Savings Goals
	Bank on Money Management	Create a Birthday Gala Spending Plan	Financial Literacy 101
			Making Smart Spending Decisions
			Bank Account Basics
			What is Direct Deposit?
	Getting Paid Your Due	Calculating Take-Home Pay	Wages vs. Salaries
			Getting Paid Right With Form W-4



	<b>The Credit Climb</b>	Extra Credit	Where are My Tax Dollars Going?
			Breaking Down Your Pay Stub
			Credit Building Basics
			Credit Scores and Credit Reports
			Credit Card Choices
			Do's & Don'ts for Credit Card Success
<b>Power skills</b>	<b>Stress Less</b>	Stressed Much? Scenarios	What is Self-Efficacy?
			Practice Self-Efficacy: Master Emotions
			Managing Stress
			Well-being Strategies in Action
	<b>Time Well Spent</b>	Punctuality Plan Time Management at Work	Time Management Tips
			Punctuality and Attendance
			Prioritizing Tasks
	<b>Conflict, Managed!</b>	Conflict in Action Scenarios	Check and Reflect: Conflict Management
			What is Conflict Management?
			Taming Workplace Conflict
			Fix the Friction
	<b>Ethics: Decisions that Matter</b>	Think, Analyze, Decide	Ethics in the Workplace
			Emotional Intelligence
			Being a Model Employee
			Ethics in Action
	<b>Workplace Readiness</b>	<b>Professional Communication</b>	My Communication Plan
Practice Communicating Professionally			
What is Workplace Culture?			
Code Switching 101			
<b>Confident Communication</b>		5-Minute Presentation	Communicating with Confidence
			Present and Captivate
			Your Personal Statement

			Own Your Professional Spotlight
<b>Write Right at Work</b>	Professional Writing Challenge Write a Resignation Letter		Click, Type, Connect
			Email Etiquette: Dos and Don'ts
			Email Like a Pro
			Choosing the Right Modality
<b>Digital Dialogue</b>	Phone Call Scenarios		Digital Communication 101
			Perfecting Your Virtual Presence
			Phone Smarts at Work
			Digital Files: Sorted!