

## Agenda

- Introductions.
- How the program was created.
- What makes I *Can* Work! unique?
- Reviewing and planning the first 4 weeks of the program.
- Break for 10 minutes.
- Reviewing and planning 4 additional weeks of the program.
- Questions and Discussions.

## Week 1 Module 1: Job Readiness

Day 1: Lesson Plan 1-1 Ready to Work

Day 2: Lesson Plan 1-2 All About Me!

### To Do:

- Read the Module 1 Quick Start Guide (card insert).
- Print and copy appropriate worksheets for lessons above.
- Designate a folder or binder per student for worksheet/s and observation table storage.

### Planning Ahead:

- Start to build/collect items for the prize box for the Professional of the Month.
- Start to collect recycled sheets of printed paper from the school building and store for Module 2.
- Review the Module 2 Quick Start Guide. Order all supplies needed for activities.

## Week 2 Module 1: Job Readiness

Day 1: Lesson Plan 1-3 What is a Uniform?

Day 2: Lesson Plan 1-4 Communicating with  
Co-Workers

### To Do:

- Print and copy appropriate worksheets for lessons above.
- Continue to collect recycled, printed sheets of paper.
- Be sure supply list is submitted.

### Planning Ahead:

- Print and cut timecards, 4 per student (a one months supply).
- Continue to build prize box items.
- Print 2-2a: Visual Support Folding-in-Thirds per student.
- Print 2-2b: Adaptive Support Folding-in-Thirds Jig per student.

## Week 3 Module 1: Job Readiness

Day 1: Lesson Plan 1-5 Greetings

Day 2: Lesson Plan 1-6 Applying for a Job

### To Do:

- Print and copy appropriate worksheets for lessons above.
- Finish printing and cutting the timecards.
- Read the Module 2 Quick Start Guide.

### Planning Ahead:

- Print 2-3a: Visual Support Sealing Envelopes per student.
- Print 2-4a: Visual Support Labeling Envelopes per student.
- Create 2-4b: Adaptive Support Envelope Labeling Jig per student.

## Week 4 Module 1: Job Readiness and Module 2: Clerical

Day 1: Lesson Plan 1-7 Creating a Portfolio and  
Lesson Plan 1-8 Timecards

Day 2: Lesson Plan Job Quality Checklist and  
Lesson Plan Professional of the Month

### To Do:

- Print and copy appropriate worksheets for lessons above.
- Determine who will be the Professional of the Month.
- Check the office supply inventory including recycled paper.
- Copy 1 Clerical Observation Table per student.

### Planning Ahead:

- Print and cut number cards for Activity Plan 2-5.
- Print and cut collating envelopes cards for Activity Plan 2-6.

## Week 5 Module 2: Clerical

Day 1: Lesson Plan 2-1 Who Am I?

An Office Worker

Day 2: Activity Plan 2-2 Folding Paper in Thirds

To Do:

- Print and copy appropriate worksheets for lesson above.
- Set up each work space following the 2-2w: Work Area guide.

Planning Ahead:

- Print 2-5a: Visual Support Filing by Numbers per student.
- Print 2-6a: Visual Support Collating Envelopes per student.
- Print address labels for Activity Plan 2-4.
- Begin collecting donations of items listed on the Module 3 Quick Start Guide.

## Week 6 Module 2: Clerical

Day 1: Activity Plan 2-3 Stuffing and  
Sealing Envelopes

Day 2: Activity Plan 2-4 Labeling Envelopes

### To Do:

- Set up each work area according to 2-3w: Work Area and followed by 2-4w: Work Area guides.
- Finish printing the address labels for Activity Plan 2-4.
- Check envelope and sealer supplies.

### Planning Ahead:

- Print 2-7a: Visual Support Stapling per student
- Print 2-8a: Visual Support Folding in Half per student
- Review Module 3 Quick Start Guide.
- Continue collecting items for Module 3

## Week 7 Module 2: Clerical

Day 1: Activity Plan 2-5 Filing by Number

Day 2: Activity Plan 2-6 Collating Envelopes

### To Do:

- Set up each work area according to 2-5w: Work Area followed by 2-6w: Work Area guides.
- Read the Module 3 Quick Start Guide.
- Organize collected items for Module 3.

### Planning Ahead:

- Print 1 Folding in Half Jig per student.
- Continue collecting items for Module 3.
- Take photos for 3-2a: Visual Support Buttoning Shirts, 3-3a: Visual Support Pairing and Boxing Shoes, 3-4a: Visual Support Folding Towels and 3-5a: Hanging Shirts in Module 3.
- Create 3-4b: Towel Folding Board for each student.



## Week 8 Module 2: Clerical

Day 1: Activity Plan 2-7 Stapling Papers

Day 2: Activity Plan 2-8 Folding Paper in Half  
Lesson Plan Professional of the Month

### To Do:

- Set up each work area according to 2-7w: Work Area followed by 2-8w: Work Area guides.
- Print and cut timecards, 4 per student (a one months supply).
- Determine the Professional of the Month.
- File each Clerical Observation Table per student.
- Finish Towel Folding Boards for Activity Plan 3-4.

### Planning Ahead:

- Print and adhere photos to 3-2a: Visual Support Buttoning Shirts, 3-3a: Visual Support Pairing and Boxing Shoes, 3-4a: Folding Towels and 3-5a: Hanging Shirts.