

Topic: Employment
(IOM, Overseas Processing Entity, Nepal)

Activity: Job Action Plan

Introduction

The amount that participants learn is the amount that they apply to their real lives. Therefore it is not important how much we teach the participants, but rather how much learning they apply to their real lives. To enhance the application of their learning, participants can use action planning as one of the most effective ways to prepare themselves. It is a type of contract made by participants with the facilitation of the trainer, and is meant to be put into action in real life by participants in the future; the trainer only facilitates for them. The rationale behind it is that all individuals might experience different real-life situations, so the same teaching points might be learned and applied differently by different learners in their different real lives to make it suitable to their context. Instead of taking a quiz or doing other review activities, developing an action plan is a better way to promote individual learning. Refer to the Action Plan Concept provided.

Lesson Time

20-30 minutes (or for homework)

Materials

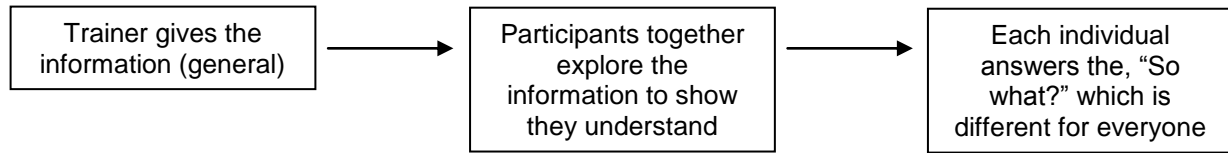
- Job Action Plan sheet (see sample provided)

Practice

1. Introduce the topic as provided in the introduction.
2. Give participants the following guidelines for how to fill in their action plan:
 - a. Why am I going to work in the United States?
 - b. For what purpose will I use the social assistance?
 - c. After how many days of arrival will I start searching for a job?
 - d. What kind of jobs will I search for initially?
 - e. How many hours per day will I spend searching for a job?
 - f. How will I search for a job?
 - g. With whom will I meet?
 - h. How will I prepare for the interview?
 - i. What skills and personal qualities will I sell to the employer to make the interview best?
 - j. What will I do after the interview if I am not selected for the job?
 - k. What will I do to keep the job once I get it?
3. Give participants time to complete the action plan worksheet, or give it to participants for homework.
4. When finished, have participants share their plan with others.

This document was developed with funding from the Bureau of Population, Refugees, and Migration, United States Department of State, but does not necessarily represent the policy of that agency and the reader should not assume endorsement by the federal government.

Action Plan Concept:



This document was developed with funding from the Bureau of Population, Refugees, and Migration, United States Department of State, but does not necessarily represent the policy of that agency and the reader should not assume endorsement by the federal government.

Job Action Plan

Name: _____

Date: _____

After arrival in the United States, I _____, am going to take the following actions to get my first job in the United States:

My plan for upgrading to a better job in the future:

Learner's Signature: _____

Trainer's Signature _____

This document was developed with funding from the Bureau of Population, Refugees, and Migration, United States Department of State, but does not necessarily represent the policy of that agency and the reader should not assume endorsement by the federal government.