

Topic: Employment

(Original plan developed by September 2011 Community Orientation Skills Development Workshop participants in Oakland, CA, and further developed by the Cultural Orientation Resource Center)

Activity: Walk-In Job Inquiries and Applications

Objective	<ul style="list-style-type: none">✓ Participants will learn the importance of doing “cold calls” to inquire about job openings✓ Participants will understand how to prepare for walk-in job inquiries
Lesson Time	40 minutes
Materials	<ul style="list-style-type: none">• Flipchart paper, markers, tape
Introduction	There are many different ways to find jobs in the United States, and different ways have worked for different people. The most common way to find a job is by talking to people: your friends, family, neighbors, and acquaintances. Another way to talk to people about employment opportunities is to do “cold calls” by walking into companies, agencies, or organizations and inquiring about jobs available.
Practice	<ol style="list-style-type: none">1. Ask participants what jobs they are seeing their friends and family in, and how they have found these jobs. List the different ways on flipchart paper.2. Remind participants that cold calls to companies, agencies, and organizations can be very effective, but intimidating. As a large group, brainstorm questions participants could ask while doing cold calls. Record these on flipchart paper and organize them in a logical manner.3. In groups of 2-3, participants take turns being the employer and the interested job applicant. Participants practice asking the questions brainstormed earlier in the session to learn more about jobs which may be available at the agency. As the facilitator, ensure participants have an opportunity to practice both roles.4. Bring the large group together and ask participants how the role plays went. Ask participants to share other things they should keep in mind (appropriate professional behavior, attire, eye contact, friendliness and confidence, using English, having a résumé with them, best times to drop in, etc.).5. Present any discussion questions (below) that have not yet been addressed. As homework, encourage participants to practice their new walk-in job inquiry skills.
Discussion Questions	<ul style="list-style-type: none">• What do you think the most important thing about walk-in job inquiries is?• What do you think will be most difficult or challenging about this process for you?• What else did you learn from this session?
Variations	<ol style="list-style-type: none">1. Prepare pictures or have a video to share with participants, demonstrating appropriate attire and behaviors when walking into a situation like this.2. Discuss jobs trends in the area, and target ways to get these jobs.3. Conduct a résumé-writing workshop prior to this lesson plan.

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