Begin your career: …*Everyone is the maker of their destiny*

Do you need support finding a position and succeeding at work?

Project Academy pre-employment program can help you launch your career through skills training, employer-based involvement, job placement services, and ongoing support. This extensive training and internship program enables young adults to develop the skills needed for jobs that provide earnings and a sense of purpose.

You'll learn:

- Life & Job skills
- Mind-set thinking
- Workplace readiness training
- Self-advocacy skills like networking and building your brand.

You'll also gain:

- Job placement services, including interview preparation and resume building
- Sense of ownership
- Ongoing support

Requirements:

- Age 18-25
- Motivated to work

Apply Now!
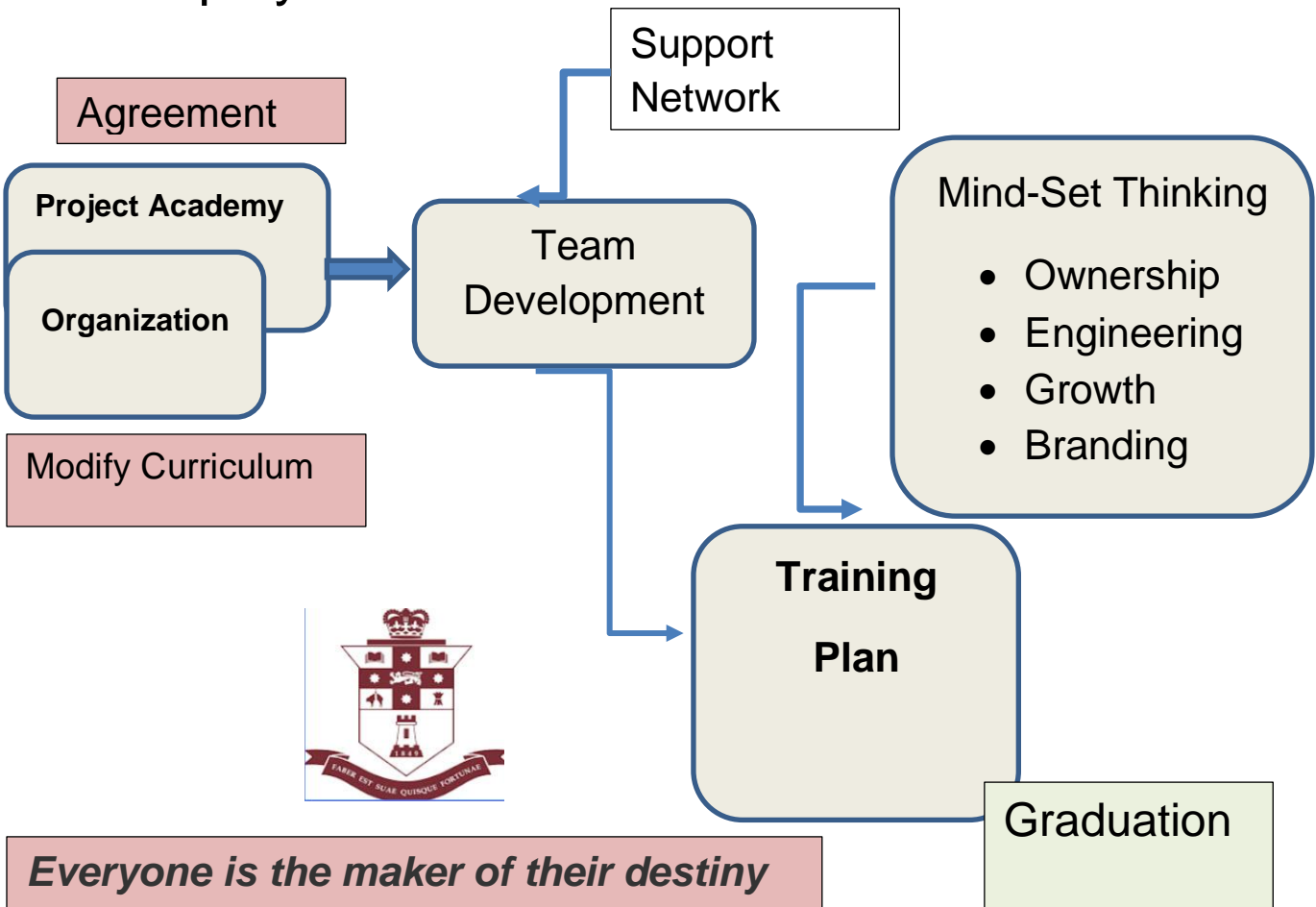
Contact Us

For more information,

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Pre-Employment Process

Support Network

Agreement

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Organization

Modify Curriculum

Team Development

Mind-Set Thinking

- Ownership
- Engineering
- Growth
- Branding

Training Plan

Graduation

Everyone is the maker of their destiny

Out Comes

- **Skills**
- **Thinking like an owner**
- **Problems as opportunities**
- **Quality Process**
- **Process understanding**
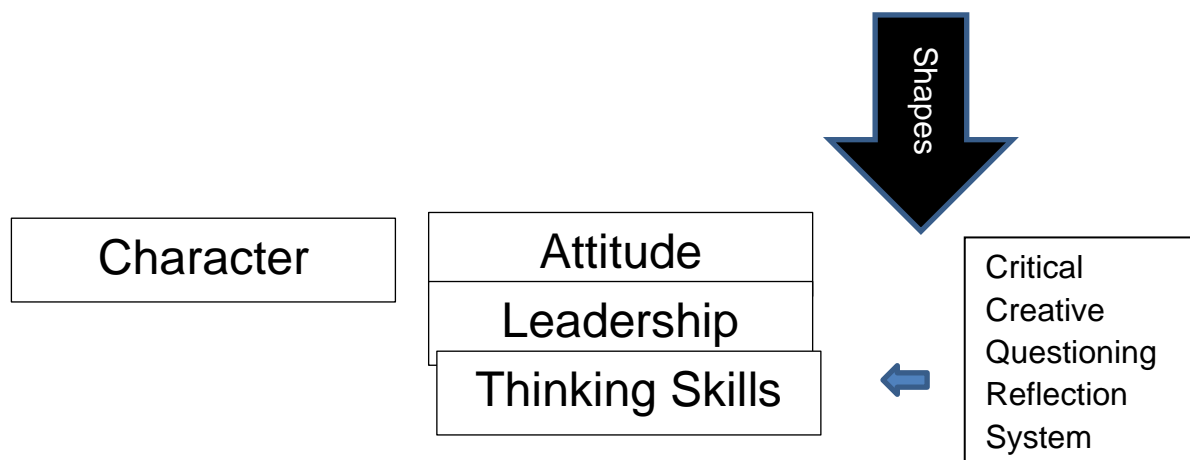- **Planning/ Deliverables**

Follow-up Understanding

- **Assessments**
- **Measurements**
- **Feedback**

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Core Humanity
Constructing our core … Who we are


```
                    Values
        Life-Skills          Morality
              Mind-set
              thinking
   Social &                  Team-
   Emotional                 work
   Learning
              Problem
              Solving
```

Shapes ⬇

Character	Attitude	Critical
	Leadership	Creative
	Thinking Skills	Questioning
		Reflection
		System

What new hires want

Security – We desire health, safety, familiarity, and competence.

Status – We seek recognition of our contributions.

Achievement – We strive for excellence and take pride in our accomplishments.

Autonomy – We seek freedom in our actions and decisions.

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Purpose – We want to make a meaningful difference.

Belonging – We want a meaningful connection to others.

Student Benefits:

- **Thinking and Problem Solving:** Students think critically, analytically, and creatively. They know how to find, evaluate, and synthesize information to construct arguments. They can design their own solutions to complex problems.

- **Team Work:** Collaborative students work well in teams. They communicate and understand multiple points of view and they know how to cooperate to achieve a shared goal.

- **Values and Culture**: Students learn about a community and sports culture and values around that. They choose what values they want to have to operate as a learning team.

- **Effective Communication & Collaboration:** Students communicate effectively in writing and in oral presentations. They structure information in meaningful ways, listen to and give feedback, and construct messages for audiences.

- **Self-directed Learning:** Students develop an ability to direct their own learning using self-assessment strategy. They set goals, monitor their own progress, and reflect on their own strengths and areas for improvement. They learn to see setbacks as opportunities for feedback and growth. Students who learn through self-direction are more adaptive than their peers.

- **A Brain Plasticity Mindset:** Students with an brain plasticity mindset have a strong belief in themselves. They trust their own abilities and believe their hard work will pay off, so they persist to overcome obstacles. They also learn from and

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support each other. They see the relevance of their schoolwork to the real world and their own future success.

Our pre-employment program is designed to give young adults, who dropped out of school or have graduated HS but have little direction, the life skills and attitude to become part of the community. The program is designed to include the community and business partners to insure success for the individual. Needs of the young adult will be assessed; such as transportation, family commitments, legal and others to make the training possible and successful.

- We look for young adults that have:
    - ○ a positive Attitude Positive Attitude:
    - ○ a good Aptitudes **for doing certain** kinds of things easily and quickly.

"I didn't value experience as much as character, creativity, and common sense, which I suppose was related to my having started Bridgewater two years out of school myself, and my belief that having an ability to figure things out is more important than having specific knowledge of how to do something" … Dalio, Ray. Principles: Life and Work

We are creating a new kind of employee… Ownership mindset

- Customer focus & process design
- End to end design
- Inter-personal skills/ team player/ problem solver
- Ably to handle constructive criticism

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- Focus on hard work and results
- Desire to learn and excel
- Team-work and thinking outside the box
- Good communications and non-verbal skills
- Eager to work out issues
- The bigger the problem the bigger the opportunity

From our experiences in business & education, we have created a curriculum that sifted out the manual part of work and created thinking employees with unique mindset thinking and life-skills to be productive in your organization. These are the people that AI & Robotics will last replace.

Individual relationship: Our approach is to understand the needs of each individual and tailor the learning to them with individual support & Tools/worksheets. Each of us is unique and one size curriculum does not fit all. Together we will build a branding document to expose our uniqueness and a road map for growth.

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Title	World Problem Activity
Description	Pre-employment training for individuals to join the workforce with needed life-skills
LEARNING OUTCOMES / OBJECTIVES	• Life- long learner skills • Join the work force with a positive attitude. Ownership and engineering mind-set.
Weekly Schedule	12 weeks; 5 days/week; 7 hours/day Classes 4 weeks solving a community problem
Course Rubrics Standards, learning targets	Three areas of learning targets • Knowledge … Content • Skills … Processes, trainability assessment • Reasoning … Thinking skills, character development
Course Expectations	Students will develop skills to be part of a work-force with a positive attitude of seeing problems as opportunities creating a joyful work environment
The right kind of people	• Will be focused not on the boss but on the customer; • Not on individual performance but on team performance; • Not on the task but on the outcome.
converting workers into professionals self-directed team member	This is what we mean when we talk about, a hybrid breed of employee who not only does the work but manages the work as well, with all the requisite decision-making authority, responsibility, and accountability that implies. **Faster, cheaper, better**
Attitude and Aptitude	A process-centric organization doesn't worry a lot about skills and experience. Instead, **it takes the approach "draft the athlete, teach the game."** In other words, hiring for **attitude and aptitude** becomes the strategic approach to finding the right individuals for an organization. The mechanics of the various jobs can be taught easily
Ideal candidate	• The ideal candidate would have two outstanding qualities, known colloquially as "plays well with

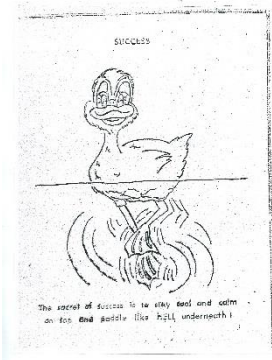Project Academy

	others" and "runs with scissors." Teamwork and the ability to think outside the box are critical but often scarce attitudes. • Employees in traditional silo organizations are conditioned to want to stand out, perform, and get noticed as individuals. They seek ego gratification and advancement, most often to their boss's job • Also wanted: people with the kinds of backgrounds that indicated they were **highly motivated** and had the **ability to learn new ways** of doing things.
Two Voices	• **A voice of the business** …need to operate efficiently • **A voice of the customer** … What the customer want and will pay for
What Is a work force centric culture?	• Seeing the work environment as a place to learn • Grow professional as if you're in your own business
Uniqueness	**Mindset Things**: Ownership, Growth & Engineering
Classes	

Week 1	Day	Learning	Life skills	
Introduction/ Course objectives	1	Intro, Ice breakers, My likes(what interests me)	**Attitude:**	
Problems as opportunities	2	Building a team, culture, values	Positive attitude	
	3	Role playing, Improv	Keeping your focus	
Teamwork/life-skills	4	Mapping our learning, mindset , brain plasticity	Controlling your emotions	
	5	Why teams are important to be successful	Flexible	

Week 2	Day	Learning	Life-Skills	
• *Study project: Trip to the mall to observe retail work force*	1	Work place problem to solve	Respecting others	
	2	Research the problem we will work on	Active listening	
Selecting a problem, Team rules	3	Field trip… How do people act when serving the customer	Working together	

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Problem-solving	4	Problem activity	Being reliable
	5	Problem solving	Understanding the problem-solving process

- Discussion web tools; problem solving Process
- Collaboration 6 hats
- Engr. Is everywhere

Week 3 Study project: *Trip to the Waltham manuf. Museum or MIT* **Life-skills**	**Day**	**Learning**	**Life-Skills**
	1	Testing, Reflection	Responding to conflicts in a positive manner
	2	Elevator pitch	Helping customers
	3	Field trip	Time management
	4	Branding … what doe it mean and how does it apply to us.	Planning ahead
	5	Work environment, customer, processes, metrics; a day at work	Work place ethics
			Physical appearance

Week 4 *Trip to the Framingham hospital;* **Reflection/ Re-due** **Personal** *Hygiene & Dress* *Non-verbal skills*	**Day**	**Learning**	**Life-Skills**
	1	Work environment, planning	Info mapping writing
	2	Social & Emotional learning	Thinking skills (creative & critical), questions & reflection
	3	Field trip -self-directed work team	Measurements & Feedback
	4	Branding, interviewing, dealing with others	Problems as opportunities
	5	Preparing for the project	
	.		

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	4 weeks solving a Community/ World problem and presenting the solution to the community
Follow up on second 4 weeks **5 to 8 week** **Working as a Team & Problem solving**	- Create team organization & guidelines - Pick problem to solve and report on - Using good reporting tools (elevator pitch, mapping) - Mistakes we learned from

Week 9 Process designer	Day	Learning	Skills
Week 9 **Process designer** **Customer needs and the business improvement** **Working between two organizations**			Asking Questions
		Communication	
			Thinking skills
		Common Sense	Reasoning
	Make your-self easy to do business with		

Week 10	Day	Learning	Skills
Week 10 **Assessment/ measurements** **Balance scorecard**			
	End to end process		
	Use measurement for improving, not accounting		
		Measurements	

Week 11	Day	Learning	Skills
Week 11 **Finance literacy** **Entrepreneurship**	**Add more value for your customers**		
		Goals	
	entrepreneurship pathways provide value by engaging opportunity youth and developing noncognitive skills.		

Week 12	Day	Learning	Skills
Week 12 **Summary/ Review** **Failure is a form of learning**			
		Elevator pitch	
			Branding process
	Learning is getting better at things		

Follow-up	• Meet with students to get feedback and support their on-going needs • Getting ready for a position

will be difficult to replace.

<mark>Take away</mark>

- Acquire self-awareness and apply self-management skills to achieve personal well-being and effectiveness

Module	Description	Learning Objectives Students will be able to	Behavioral Goals
Introduction	Students will form groups and do an ice-breaker exercise & discuss what they learned & observed	• Understand goals of the course • Begin to see the benefits of working together	Students will demonstrate a positive attitude about team-work
Team format	Though a series of activities students will develop a team charter and learn various life-skills for working together Teams will compete in various games & Improv activities.	• Understand to similarities of a learning team to a sports team • Relate the team to a community organization	• Students will be able to work together and deal with issues in a positive manner • Interpersonal skills will be practiced
Problem selection	Discussion of community, school & world issues to work on as teams	Setting ground rules for the task	Begin the understanding of the Engineering mind-set
Problem solving	Students learn the problem-solving process and implement it working as a team. Skills are practiced doing this activity	• Students use on-learning learning tutorials. • Students can understand thinking skills, problem solving and decision making	• Students will understand that all problems as opportunities • Students will see learning as a fun activity
Testing	Questioning and finding feedback on the teams work. Listening to the community	Ability to use feedback and iterate to find details of what has been accomplished	• Learning that failure is a method to get better at what you are doing • Be able to communicate with others to gather feedback
Public Reporting	Prepare results of this activity through creating documents & charts about what has be learned	Gather thoughts and share results with the community organizations	• Learning to develop conclusions of the teams activity and create what's next for the project • Students will demonstrate the use of life-skills moving forward

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Tying into the work environment	Visit & discuss what the needs of companies are. Obligation to you?	Students will understand their pluses & minus. Why you need to think of your self as in your own business.	• Branding • Operating your business, its needs

- Act with integrity and make responsible decisions that uphold moral principles
- Acquire social awareness and apply interpersonal skills to build and maintain positive relationships based on mutual respect
- Be resilient and have the ability to turn challenges into opportunities

Examples of particular day activities:

Financial literacy Day:

- Put aside 10% of your earnings
- Control expenditures
- Make the saving multiple
- Guard the saving
- Insure a future income

Book- *The riches man in Babylon* by George S. Clason Overview

Financial Training		Self-directed work teams
Income		Getting to work… Showing up
Expenses		Dealing with People ,, communication, teams
Bank book; transactions; credit cards		Processes
Saving		Planning the work
Charge card math		Doing
Planning, life goals, reflection What's it going to cost, does it fit?		Observation, reporting
Giving, donating		Planning the future / Reflection

Ownership of the process
Measurements & improvement

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Reporting & communication… What are the measurements for my work?

Leadership: the role of the leader is to make transformation happen, whatever that entails. The leader is the individual who formulates a vision for the transformation effort; decides on goals, priorities, and time frames; provides the needed resources; appoints the process owners and other key figures; persuades everyone that transformation is vital to the company; demands and ensures the participation of people at all levels of the organization; removes barriers and roadblocks; administers consequences to those who stand in the way and rewards those who contribute; and keeps the effort going through the inevitable dark hours of the transition.

Mike Hammer the Agenda: Faster Cheaper Better, Lisa; Mike H

1.	**Make your-self easy to do business with.**
2.	**Add more value for your customers.**
3.	**Obsess about your processes.**
4.	**Turn creative work into process work.**
5.	**Use measurement for improving, not accounting.**
6.	**Loosen up your organizational structure.**
7.	**Sell through, not to, your distribution channels.**
8.	**Push past your boundaries in pursuit of efficiency.**
9.	**Lose your identity in an extended enterprise.**

Skills-table

Attitude (positive attitude, focus, emotions, flexible, moral leadership)

- **Social & emotional learning** (character development, empathy, responsibility, self-esteem, flexibility, self-disipline)

Outcomes:

Provide a chance to enter the work force with marketable skills and a positive attitude:

- Build a community culture of helping each other
- Encourages personal values & commitment within the company & school …Cost saving, better culture and customer focus
- Builds a work ethic & improved corp. value
- Develops & encourages smiling, enthusiasm & thinking
- See moving forward in life from an owner's view-point
- Have a customer focus and look to increase values in the organization
- Feel more productive as an owner.

Characteristics of Great thinkers:

Characteristic	Discussion
Strong Mental map	How things should be done

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Test their ideas	How they will work in reality
Persistent	There need is strong to achieve what they envision
Synthesize ideas	Learn from other ideas
Big picture & Details	See the Big picture & granular ideas
Honesty & Truth	Seek people who operate with these values

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