

Course Syllabus  
The Realization Project  
“Jack” Certification in Workforce Readiness  
Winter 2021

**Course Instructors** Seth Pickens; Kokayi Kwa Jitahidi

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A “Certified Jack” is an employee who is **diligent, accountable**, and emotionally mature. He or she shows up on time with a clear head, **ready** hands, and is **enthusiastic** about going the extra mile.

**The 10 “Jack” Commandments**

- I. Arrive early
- II. Think big
- III. Keep learning
- IV. Write the goals
- V. Speak truth in love
- VI. Live within your means
- VII. Work hard
- VIII. Keep your word
- IX. Make no excuses
- X. Celebrate others’ wins

This curriculum is designed with student success in mind. Please contact Seth with any questions about this course. While this class will not officially count toward your college transcript at this time, it provides a unique opportunity for you to find vocational and occupational discernment, direction, and motivation to design your future. The more effort you put into applying the lessons learned here, the more you will get out of your career and yourself.

For other issues, you may contact:

Kokayi Kwa Jitahidi  
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Or

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<b>Course Times</b>	Mondays, 5-7pm & Saturdays, 9-11am;
<b>Course Length</b>	12 Weeks (January 4 - March 27, 2021)
<b>Total Course Contact Hours</b>	32

### **Course Description**

“Jack Certification” is a lecture based course providing critical thinking strategies and leadership skills to promote employment readiness, retention, and advancement.

### **Learning Objectives**

1. Provide participants with pre-employment skills.
2. Create a pathway for career development.
3. Increase the likelihood of college completion.

### **Program Learning Outcomes**

1. Students will be clear about their own vocational and occupational direction.
2. Students will be empowered to find gainful employment.
3. Students will be equipped with life skills to support their economic viability.

### **Student Learning Outcomes**

1. Discern their sense of personal worth and purpose.
2. Match interests and abilities with career and majors.
3. Engage and execute a personal goals system.
4. Understand and implement personal financial budgeting methods.
5. Compose a relevant and effective cover letter and resume.
6. Demonstrate a competitive job interview and engaging elevator pitch.
7. Construct an efficient course map toward graduation.
8. Provide and receive personal accountability.

### **Instructional Methods**

A variety of instructional methods are used throughout the course. Examples include class discussions, lectures, short readings, reflections, videos, internet searches, and presentations.

### **Instructors' Requirements**

- Facilitate an effective learning environment through class activities, discussions, and lectures or other forms of presenting materials.
- Provide course outlines and class calendars, including descriptions for assignments.
- Arrange to meet with individual students before and after class as required.
- Inform students of policies, such as attendance, withdrawal, tardiness and make up.

### **Students' Requirements**

- Attend class and participate in class discussions and activities.

- Finish brief readings prior to class
- Complete the required assignments:
- Ask for help when there is a question or problem.
- Actively pursue goals.

### **Attendance Policy**

Any student missing more than 6 hours of class time may be withdrawn from the course.

### **Course Outline**

#### **Week 1: *You are Worthy***

AFFIRMATION: I deserve what I desire.

Monday, January 4, 2021, 5pm

*What does it mean to become a "Certified Jack"? What will it require of me?*

Read: Day #1 from "Mirror Work" (p.7-12)

Saturday, January 9, 2021, 9am

*What do self-love, self-respect, and self-esteem have to do with work?*

Read: Reflection #1 from "All About Love"

#### **Week 2: *Economic Justice***

AFFIRMATION: It may not be my fault, but it is my responsibility.

Monday, 1/11, 5pm

*What is justice? Why the disparities? What can be done?*

Read: Reflection #2 from "All About Love"

Saturday, 1/16, 9am

*What is the connection between leadership, service, and justice?*

Read: Reflection #3 from "All About Love"

Guest presenter: Janet Kelly

#### **Week 3: *COVID-19 and the Workforce***

AFFIRMATION: If I can change myself, I can change my world

Monday, 1/18

NO MEETING, MLK Jr. Holiday

Saturday, 1/23, 9am

*What are COVID-19's effects on local employment? How can I thrive in the meantime?*

Read: Reflection #4 from "All About Love"

Guest presenter: Dan Flaming

**Week 4: Strong Body, Strong Mind**

Monday, 1/25, 5pm

*What does it mean to be strong? How do people get high-paying jobs?*

Read: "Breath is Life" (p.6-8) in Science of Breath

Guest presenter: Will Hemmingway

Saturday, 1/30, 9am

*Do I have a potential future in the building and construction trades?*

Read: Reflection #5 from "All About Love"

**Week 5 Theme: Resumes, Cover Letters, & Interviews**

Monday, 2/1, 5pm

*How can I be a more competitive candidate in employment searches?*

Read: "Faith: Visualization of, and Belief in Attainment of Desire" (Chapter 3 in Think and Grow Rich)

Guest presenter: Susan Flaming

Saturday, 2/6, 9am

*What is my story, and how does my next career move fit into it?*

Read: Reflection #6 from "All About Love"

Guest presenter: Will Hemmingway

**Week 6: TBD**

Monday, 2/8, 5pm

*What is my story, and how does my next career move fit into it?*

Read: Reflection #7 from "All About Love"

The elevator pitch

Saturday, 2/13

NO MEETING, Valentine's Day

**Week 7: My Health and Wellness**

Monday, 2/15

NO MEETING, Presidents' Day

Saturday, 2/20, 9am

*How can I take inventory of my physical and emotional health?*

Read: "Manage Your Energy, Not Your Time" (article)

Guest presenter: Will Hemmingway

**Week 8: Essentials of Public Speaking**

Monday, 2/22, 5pm

*Am I using my authentic, natural voice at all times? Does it matter?*

Read:

Guest presenter: Yaegel Welch

Saturday, 2/27, 9am

*How can I become a better public speaker?*

Read: "The Secret of Dealing with People" (Chapter 2 in How to Win Friends and Influence People)

Guest presenter: Will Hemmingway

### **Week 9: Sales & Entrepreneurship**

Monday, 3/1, 5pm

*Why are sales jobs available in good and bad economic conditions?*

Read: "Overcoming Your Fear" (Day 12 in Mirror Work)

Guest presenter: Will Hemmingway

Saturday, 3/6, 9am

*What does it really take to be a successful entrepreneur?*

Read: "Networking" (Chapter 5 in The Innovator's DNA)

Guest presenter: Dennis Flynn

### **Week 10: Budgeting & Personal Finance**

Monday, 3/8, 5pm

*What is my story when it comes to money? How can I write a new chapter?*

Read: Rich Dad, Poor Dad (6 page book summary)

Guest presenter: Will Hemmingway

Saturday, 3/13, 9am

*How can meditation help me to earn more money and budget it better?*

Read: Reflection #8 from "All About Love"

Guest presenter: Will Hemmingway

### **Week 11: Public Employment**

Monday, 3/15, 5pm

*What are the pros and cons of public employment and civil service?*

Read: "Resilience in the Face of Adversity" (article)

Guest presenter: Will Hemmingway

Saturday, 3/20, 9am

*How can I improve my interviewing skills in diverse contexts?*

Read: Reflection #9 from "All About Love"

### **Week 12: Mock Interviews**

Monday, 3/22, 5pm

*What will life after this project look like?*

Read: Reflection #10 from "All About Love"

Saturday, 3/27, 9am

*Is there anything I can't do? How wonderful am I?*

### **Assignments**

Hope Scale (January 8)

Unofficial Transcript (TBD)

Individual Workforce Plan (January 16)

Course Mapping (January 30)

Cover letter & Resume (February 6)

Informational Interview (February 16)

Mentor Match (February 19)

Elevator Pitch (March 6)

Mock Interview (March 27)

Course Evaluations (March 31)

### **Instructional Materials**

Carnegie, D. (1936). *How to Win Friends and Influence People*. New York: Simon and Schuster. Retrieved from

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Fletcher, CT -- The Greatest Speech Ever. (n.d.). Retrieved from

<https://youtu.be/DHTN3oXNDOA> Hay, L. (2016). *Mirror Work*. New York: Hay House. Retrieved from

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Kiyosaki, R. (2000). *(Summary of) Rich Dad, Poor Dad: What the rich teach their kids about money--that the poor and the middle class do not!* Business Plus. Retrieved from

<https://drive.google.com/file/d/1KSmeJiWk4rRdBOoVZ1U2BcSZdzn03FZ4/view?usp=sharing>

McCarthy, T. S. (2007, October). Manage Your Energy, Not Your Time. *Harvard Business Review*. Retrieved from <https://drive.google.com/file/d/1FFb1F2ikayLSKHs0kjd2kzISiPDNBLq6/view?usp=sharing>

Patterson, J. (2001, June). Resilience in the Face of Adversity. *The School Administrator*. Retrieved from [https://drive.google.com/file/d/1L98lppgJpLDBpchHT60YGOH1T3neN\\_NJ/view?usp=sharing](https://drive.google.com/file/d/1L98lppgJpLDBpchHT60YGOH1T3neN_NJ/view?usp=sharing)

Ramacharaka, Y. (1903). *Science Of Breath*. Chatham: W. & J. Mackay & CG. Ltd. Retrieved from [https://drive.google.com/file/d/1IHGXq7QjeKSwDil\\_zB4p4HVVIWzW4O4n/view?usp=sharing](https://drive.google.com/file/d/1IHGXq7QjeKSwDil_zB4p4HVVIWzW4O4n/view?usp=sharing)

Smith, J. (2013, December 11). How to Land and Ace an Informational Interview. *Forbes*. Retrieved from <https://drive.google.com/file/d/1moYG8zv34q-RDfrBPra4jjJr6FlN456V/view?usp=sharing>

Stengel, R. (2008, July 9). Mandela: His 8 Lessons of Leadership. *Time*. Retrieved from <https://drive.google.com/file/d/1jE3YRUzhBu6qWoelCdsROTs2Gk-z8FB-/view?usp=sharing>

Zig Ziglar - Prime the Pump. (n.d.). Retrieved from <https://www.youtube.com/watch?v=DdHAMjA1IMw&t=2s>

*Zig Ziglar's Little book of Big Quotes*. (n.d.). Retrieved from [https://drive.google.com/file/d/1dqWcVLws\\_YAt4vPCjGAqOqoPhtovN68F/view?usp=sharing](https://drive.google.com/file/d/1dqWcVLws_YAt4vPCjGAqOqoPhtovN68F/view?usp=sharing)