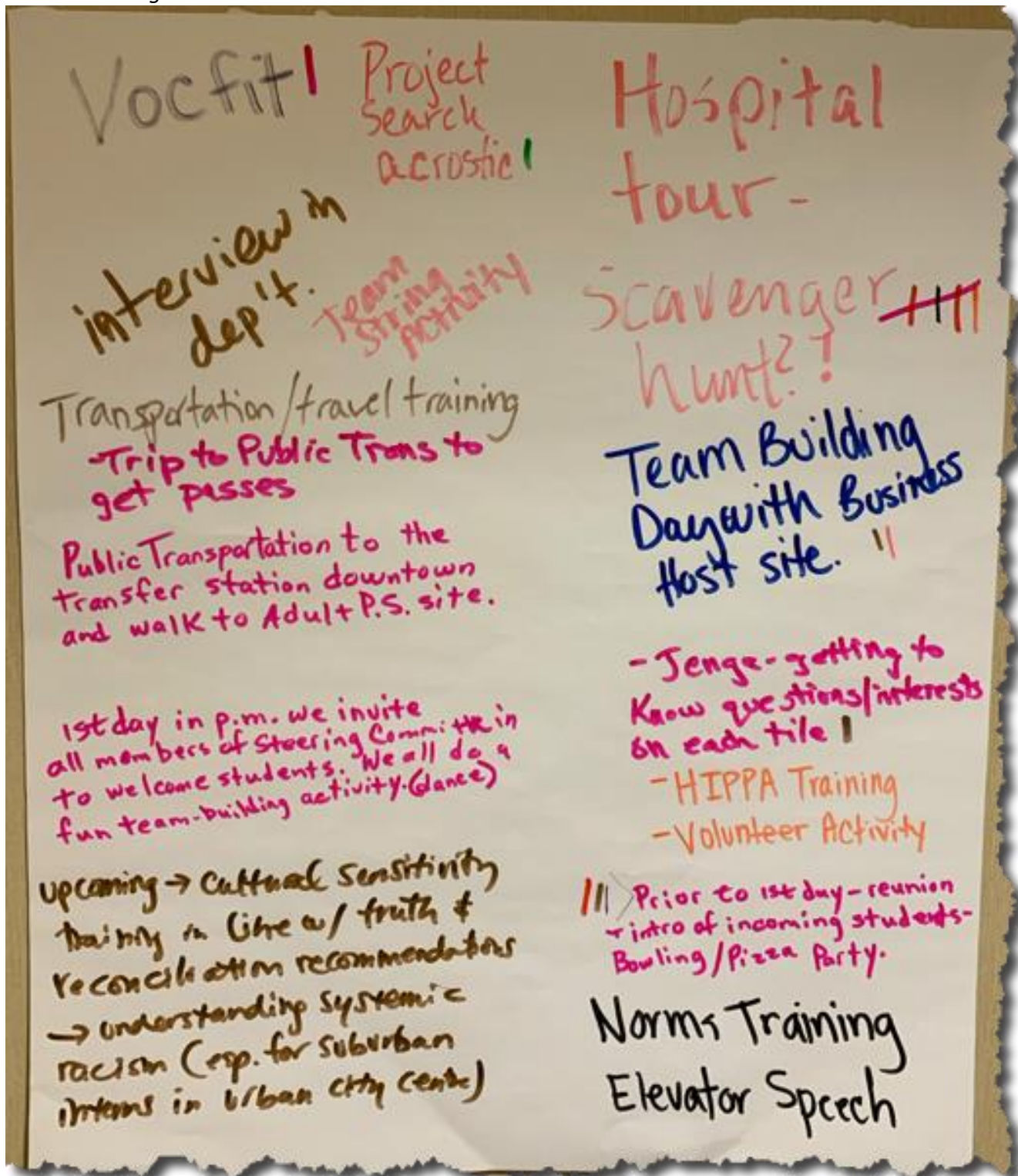


# Creating a Project SEARCH Calendar for Success

Winning Ideas are identified at the beginning of each month:

## Orientation:

- Scavenger Hunt at Host Site



## September:

- "All About Me" profile posters to share with all the partners
  - Template typed up (use of intern's typing skills)
  - Give to departments when intern goes to that rotation
  - Instructor uses information to send out to the partners in the hospital

Family / Student welcome

Getting to know you Bingo  
job sampling of site tasks III

Social group activity off-site

Meet mentors.

Pancake breakfast that the interns host and invite the BAC  
& the mentors and supervisors of the departments. I

## Accessing Our Community

Complete intern profile posters for depts to  
intro interns to staff II

Manager binders  
Open House

Write bios  
Dept. tours  
Dept. interviews

• Scavenger Hunt I

Write "All About Me" to share with Depts.  
II

Send out "All About Me" to all departments I



October:

- National Disability Employment Awareness month
  - Let interns decide how to celebrate
  - Write notes to their current supervisor

Workplace Safety  
online! Youth@work  
S.O. Bowling talking Safety  
National Disability Employment  
Awareness Month Thank you's  
to site supervisors

National  
\* WHMIS  
training  
online  
"I Donut Know What I'd Do Without You" - Donut with  
"Friends @ Work"

- Movie day! - meet up  
Sunday  
Fitness group - friendly competition

- Training Cert.  
- ServSafe II

Inclusive  
hallween  
costumes w/  
hospital departments  
(culture) /  
[lots of planning]

- Secret Scarecrow - draw names of interns/managers  
send notes of encouragement

- Employer Luncheon

Community  
- Business Breakfast

- Day on the hill (State Capitol)

For Disability Awareness Month

- PS information booth for prospective  
families + interns

at fall weekend

Step Count Challenge

## November:

- *Nacho Ordinary Thanksgiving Dinner*
  - *Before Thanksgiving, volunteer services supply food or have pitch-in*
  - *Invite BAC and interns*
  - *Learning opportunity to teach interns to contribute to pitch-in and to take appropriate amounts of food when participating in a pitch-in*

Canned Food Drive  
Organize toy drive for hospital!  
Attitude of Gratitude Focus (tree)!!!  
Mentor Thank You Cards/Gifts!  
Fundraiser T-Shirt Sale - P.S. X-mas shirts - X-mas gifts!

Practice Thank You notes, an important follow-up to interviews.  
Create Weebly account for visual resume

## Travel Training

Nacho-ordinary Thanksgiving Social - Nacho Bar - invite mentors and BAC!  
!!!!

Execute planned trip using public transport to intern's community!

Budget Thanksgiving Dinner  
Volunteer Activity - (giving back to Host site) - staff Dean Invitations to Holiday Party.



## December

- Cultural Celebration Research within the Community
  - Focus on two different types of celebrations/social skills
- Elf Movie
  - Use the movie to teach skills that are appropriate and not appropriate.

- Letter writing campaign for soldiers
- Wrapped gifts for seniors in Nursing Home. I
- Mentor gifts
- Cultural Celebration Research w/in Community III
- Pick ~~one~~ child from x-mas giving tree. Interns Shopped & delivered to organization. I
- Built Ginger bread houses with "Friends At Work". Peer Mentors/not intern mentors. Displayed as X-mas decor in entry of Hospital with P.S. Info. Flyers I
- Judged Hospital holiday decorating contest done in departments
- Practice presenting on visual resume / Employment meetings w/team II
- Use Movie Elf to do Character Traits - discuss soft skills and which characters ~~it~~ would make good employees and why. VI
- Jewish holidays/cultural Considerations (Jewish Senior Life)

## Ugly holiday sweaters

- Christmas dessert Bake-off w/ Mentors + BAC  
(Interns bake their fav dessert and mentors and BAC vote and ~~interns~~ <sup>interns</sup> win the Bake-off)
- Volunteer in the community I
- Ring the bell for Salvation Army
- Organize Work clothing/Interview clothing for interns in need of these items.
- Budget to decorate Christmas Tree
- Staff party I

## January

- Resolution for post-graduation
  - What are your goals and what are you going to do to reach them?
- Interviewing Game Show
  - Set up classroom like a game show
  - Show a clip of Ellen game show
    - Use hairbrush for microphone
  - Tell them they have interviewed afterward

## Wellness Unit

\* We partner up w/ another 1 program for this & practice skills for interpersonal/relationships + health

Interview for new interns (Next year's interns)

Taxes ||||

Resolutions for post graduation ||||

Pick-up Job applications for prep.

Prepare presentations for Employability Planning meetings (Interns)

- Interviewing "Game Show" ||||
- Used Clothing Shopping for Interviews (we created a boutique in class) | or can go shopping !!
- Sledding/Tubing event with "Friends At Work"
- Mock Interviews w/ H.R. team
- review/practice expectations returning from Break

Eddie the Eagle movie > optimism & realistic goals  
striving for both



## Transition Weeks

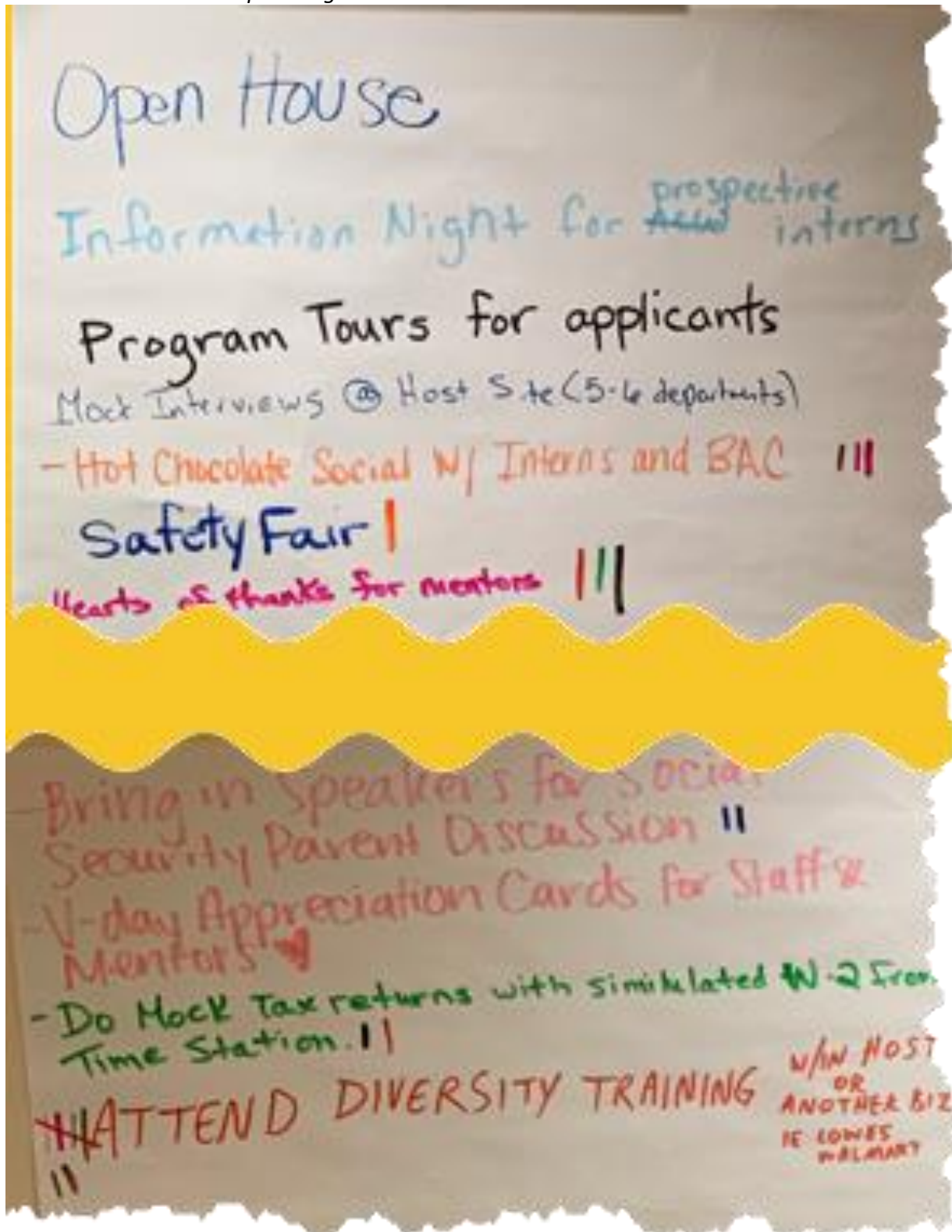
- Tour housing options
  - Tour different types of housing so that interns get excited. ARC housing, subsidized housing, look at leases.

# Transition Weeks

- Visit from Women's Sexual Health educator → discussion re: pelvic exams & Pap tests... trying to get "Pap Party" organized for interns/grads <sup>this</sup> year.
- Rep from office that supports Patient Advocacy → Discuss Dr's visits rights & concept of Patient advocate ||
- Travel training - "Pick a Place & let's get there!"
  - Train to NYC
- Meal planning & cooking / Grocery trip via Bus
- Trip to DMV via Beeline Bus for non-driver's IDs
- Guest Speaker - Hospital Dietician - What's a healthy lunch at Hospital cafeteria. Inf. Disease about handwashing.
- Business interviews / tours
- OSHA Certifications
  - ServSafe Cert.
  - Golden Opportunities Cert.
  - CPR Cert.
- Visit VR & other agencies
- Guest Speakers / Mock interviews
- Hospital / City Com. Service - Trash Pick up
- online trainings provided by host site
- refresher on hygiene expectations / routines
- Budgeting practice / guest speakers from Banks
- go find/purchase appropriate interview clothing (Goodwill?) ||
- Visit from Local police - community safety ||
- create job boards!
- JobCorp
- job fairs
- update resumes
- Volunteer!
- Tour Housing options ||
- Blindfold activity

## February:

- Diversity Training at Lowes
  - Lowes selected a person for each department.
  - The Lowes department heads had to lead the intern groups around the store.
  - Start planning EARLY!





March:

- Guest speaker from a bank
  - Tour of bank ending with setting up a free checking account for each intern.

NCAA Tourney  
film graduation dance video

Disability Awareness  
Classes for Staff  
(Lunch & Learn) ||

Good Luck shamrocks - interns/mentors as  
thanks or prep for job applications ||

Banking Guest Speaker ||||

Final Skills ASSES  
Process

Fitness Challenge - Pedometers  
warm weather  
coming!  
Work with school for referrals.

Intern Professional Dev. Day

Bake Sale raising funds for Foundation → interns  
bake, price & sell items

Accept new interns

Day on the hill for Mental Health Awareness  
State Capitol ||

April:

- Speed interviews
  - Set up 12 stations and do speed interviews switching from person to person.
  - Partnered with a business group.

- speed interviews ~~||||~~ |||
- family resource night ||
- Yarn exercise
- marshmallow challenge
- Interns speak at events ||
- HR presentation at HST site w/HR personnel <sup>Mock Interviews</sup> <sub>job search interviews resumes</sub>
- Application Challenge 1
- Fine tune, prepare Graduation Speeches 1
- Selection ceremony for the incoming interns. ||

- End of the year class trip.

- Autism Awareness Month- handed out puzzle ribbons w/ Project search button attached. In conjunction w/ Spring T-shirt Sale.

- Baby Shower - collect items w/ H.S. to donate for nurses @ the hospital to give moms in need. onboarding

- Autism Awareness!!!  
we all wear blue w/ hospital culture

- "Meal train" - budget, Shop (cook meal) for in-need family



May:

- Speech at graduation
  - Set this up at the beginning of the year so that the students are ready by the end.

## graduation

Thank you's to supervisors - cards & breakfast !!

Luncheon w/ interns, VPs, Instructors, Host site, etc.

Lunch w/ host-site, managers, mentors,  
interested departments, & CFO

- Invite new upcoming interns to see where they'll  
be the next year !!

Job Fair - Interns showcase PS experiences

Special Olympics - Track & field !!!

For sp. interns, finalize video resumes for  
Reverse Job Fair & interviews !!

Plan & Coordinate participating in  
Hospital Race (Fundraiser) !!

Transportation Train (in-coming interns)

Best Buddies volunteering !

Day trip of interns choosing

- Follow up on requests for letters  
of recommendation.

Driver's Test / Prep.

- 122 Questionnaire for Departments !!

Each intern writes a speech for graduation of ~~what~~ they  
have learned over the year! They each say their short speech  
@ graduation

"Hospital Week" involvement !!

- Plan a trip w/ class

## June:

- Video Resume to use for graduation
- Alumni Newsletter to tell the status of everyone
- Marshmallow challenge
  - 2-3 in each group
  - Build structure with spaghetti and string or tape. The structure has to hold a marshmallow independently on the top.
- Yarn Activity
  - Holding a ball of yarn hold end of string, throw ball to people in a circle and say a compliment, each time the thrower holds the end of the yarn. This activity demonstrates how we impact each other.
- Team String Activity (Pinterest)
  - Chart paper, taped to table, one string per intern, must pull on strings to write the word team

