

**New Horizon Community Development Corporation  
Summer Youth Employment Training Program (SYETP)**

**Student Orientation**

**Thought for the Day**

**“Today is a great day to learn something new!!”**

Welcome and Congratulations.....

Introductions of the staff

Purpose of the Employment/Mentoring Program

Review the goals of the program

Review of Employment Packet/Drug testing/Emergency information

Now you are Hired.....Role and Responsibilities

Role of Program Monitor

Work Hours and Days

Job Performance

Appropriate Dress and Proper Etiquette/Social Skills/Cell Phone usage

Punctuality/Tardiness/Absences

Payroll/Paychecks

Work Assignments

Field Trips

Pre/Post Program Survey

End of the Program Celebration

Weekly Training Topics conducted by staff and guest speakers

1. Work Ethics/Teamwork/Responsibility/Proper use of Social Media
2. Health Education-Building Self Esteem, Mental and Sexual Health
3. Financial literacy/Money Management
4. Academic skills/Scholastic Achievement/tutoring service/College prep
5. Setting Goals/Vision Board
6. Interviewing Skills/Role Play