

# GREEN RETROFIT IMMERSIVE TRAINING



# EMPLOYEE HANDBOOK

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# WELCOME

## MESSAGE


**Welcome to the GRIT workforce development training program!**

As a young adult, entering the workforce can be daunting. You may be unsure of your strengths, your interests, or even how to prepare for a job interview! That's where this program comes in.

Over the course of this program, you'll receive guidance on resume building, interview skills, critical thinking skills, workplace ethics and workplace communication. You'll learn how to work in teams, solve problems, and manage your time effectively. Additionally, we'll assist you in researching information about the job roles and positions within this industry, so you can make informed decisions about the skills that you need to develop to prepare you for potential employment opportunities.

Our team of experienced trainers and career coaches are dedicated to your success. We believe in your potential and are committed to helping you achieve your goals. With our support and guidance, and your commitment to this training program, you'll gain the confidence that you need to succeed in the workforce and create a brighter future for yourself.

*Thank you for choosing our program, and we look forward to supporting you on your journey to a successful career!*



**Timothy Syter**  
Program  
Director



# MISSION

Our mission is to empower individuals to achieve their full potential by providing high-quality, accessible, and affordable workforce development training programs. We believe that everyone deserves the opportunity to learn and grow, regardless of their background or circumstances.

# GOAL

Our goal is to be a leader in workforce development, providing innovative, high-quality training programs that empower individuals to achieve their full potential and meet the evolving needs of the workforce.

**GRIT**  
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# OUR **VISION**

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We are driven by our vision of creating a world where everyone has the opportunity to reach their full potential. We are committed to working towards this vision every day, through our training programs, our partnerships, and our impact on individuals and communities.

## ● **Innovation**

We are committed to staying at the forefront of workforce development, using the latest methodologies to provide training programs that are effective, relevant and engaging.

## ● **Partnership**

We believe that collaboration is key to achieving our vision. We work closely with employers, educators, and other stakeholders to ensure that our training programs meet the needs of the workforce and community.

## ● **Impact**

We strive to make a positive impact on individuals, communities, and society as a whole. We measure our success not only by the number of trainees that we serve, but also by the outcomes they achieve and the contributions that they make to the workforce and the community.

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# OUR CULTURE

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We believe in creating a culture that values learning, growth and personal development. We are committed to providing our trainees with the knowledge, skills, and support that they need to succeed in the workforce.

We are committed to creating a positive and supportive culture that enables our trainees to achieve their full potential. We believe that by investing in our trainees, we can create a better future for individuals, communities and society as a whole.



**Our culture is based on the following core values:**

## ● EXCELLENCE

We strive for excellence in everything that we do and we expect our trainees to do the same. We hold ourselves and our trainees to the highest standards of performance and professionalism. Your success is our success!

## ● EMPOWERMENT

We believe in empowering our trainees to take ownership of their learning and development. We provide you with the tools, resources and support that that you need to succeed, and we encourage you to take the initiative and be proactive in your learning.

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# YOUR JOURNEY **HAS BEGUN**

Let's Grow Together!

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# GRIIT: Training Syllabus

## **Week 1: Goal Setting & Action Planning**

- Program Overview & Introductions
- Group Engagement Activities
- Introduction to Goal Setting & Action Planning

## **Week 2: Workplace Professionalism**

- Intro to Business Communication (emails & cover letters)
- Working in Teams
- Workplace Ethics

## **Week 3: Resume Development (Phase 1)**

- Resume Styles & Types
- Key Content Sections

## **Week 4: Resume Development (Phase 2)**

- Cover Letter Review and Fine Tuning
- Formatting Techniques
- Resume Templates
- Fine Tuning

## **Week 5: Intro to Social Media**

- LinkedIn Profiles  
(Creating accounts, profiles and adding content)
- Twitter Profiles  
(Creating accounts, profiles and adding content)
- Instagram Profiles  
(Creating accounts, profiles and adding content)

## **Week 6: Interview Prep (Phase 1)**

- Intro to the Interview Process
- Key Questions to Prepare for
- Key Questions to Ask during the Interview
- Follow-up Steps

## **Week 7: Interview Prep (Phase 2)**

- In-person Interviews
- Virtual Interviews
- Practice Sessions

## **Week 8: Workplace Professionalism (Wrap-up)**

- Social Media Profile Preview
- Final Document Review / Portfolio Creation
- Self-Reflection & 1-on-1 Assessment



# SCHEDULING GUIDELINES

## Attendance & Punctuality

All participants are expected to arrive promptly for scheduled sessions. This will prevent any delays in the training delivery process. If you are unable to attend during the scheduled training session, please contact the training facilitator immediately.

## Arrival Time

Please try to arrive at the assigned training site ten (10) minutes prior to the class start time assigned class to prepare and get organized for the training workshop. This will provide extra time to address any training issues with the training staff and meet and greet fellow participants prior to the start of class

## Site Closing

During times of inclement weather or other unforeseen natural or man made disasters the training site may be closed without advanced notice. Please provide your trainer with your emergency contact information so that you can be informed of any last minute changes. Also, if in doubt, call the training site for further information and instructions.



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# PARTICIPANT GUIDELINES

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**GRIT** participants are required to display appropriate behavior while in training. Problem behavior will lead to the participants suspension from the program.

The following is a list of general rules to guide participant behavior. This list is not to be considered as all-inclusive.

## ● **Assault / Battery Upon any Program Member**

It is not permissible to commit assault, battery or sexually assault upon others (Program staff or Program Participants). The City of Philadelphia Police Department will be notified and all applicable state and federal laws will be enforced.

## ● **Cell Phones**

- Cell phones must be placed in vibrate mode while in the computer lab.
- Cell phone use is not permitted while test are being administered.

## ● **Defiance / Refusal to Obey Authority**

Participants are expected to follow the instruction of all Training Site staff. If a participant disobeys any staff member, either by action or word, he/she/they will be considered defiant. Severe defiance will result in suspension from the program.

## ● **Personal Items**

Program staff members are not responsible for items that are lost or stolen. Participants are responsible for the safety and security of their personal belongings and leave them unattended at their own risk. Please do not bring expensive or valuable items to the facility. These are best kept at home.

# PARTICIPANT GUIDELINES

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(cont'd)

## ● **Dress**

We are dedicated to providing a clean and wholesome environment. Participants are expected to dress appropriately. Neatness, cleanliness and simplicity are the keys to good grooming. Participants' appearance should not attract undue attention, or be likely to lead to injury.

## ● **False Information**

Participants are to properly identify themselves to all Program staff. Participants are not to forge signatures nor falsify any information concerning the GRIT program.

## ● **Fighting is Prohibited**

Participants are to use staff and administrators to discuss problems they are having with other participants. If a fight occurs, all participants, including bystanders who provoke and encourage such behavior will be subject to suspension. Program administrators will recommend a participant's expulsion for causing serious physical injury to another person, except in self-defense.

## ● **Swearing & Profanity**

Participants are not to use profanity or vulgar language. Swearing will not be tolerated. Participants will be counseled to be aware of their language. The circumstances will determine if more severe consequences are needed.

# EMPLOYEE ACKNOWLEDGEMENT

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I acknowledge that I have received and reviewed the GRIT Training Program Participant Manual. I understand that it is my responsibility to read and comply with the policies and procedures outlined in this manual. I further understand that the policies and procedures contained within the manual are not intended to create a contract or guarantee of employment and that the company reserves the right to modify, revise or eliminate any policy, procedure, benefit or practice at any time with or without notice.

I have been given the opportunity to ask questions and seek clarification about any aspect of the manual.

By signing below, I acknowledge that I have received and agree to abide by the policies and procedures contained in the GRIT Participant Training Program Participant Manual.

Please Sign Below:

\_\_\_\_\_  
Program Director (Print)

\_\_\_\_\_  
Trainee Name (Print)

\_\_\_\_\_  
Program Director (Signature)

\_\_\_\_\_  
Trainee Name (Signature)

Date: \_\_\_\_\_

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