

Grade 11 Group Programme

TERM 1 <i>Weeks</i>	TOPICS	OBJECTIVES
1	<i>Reflection</i>	<i>Students should be able to: Reflect on the accomplishments of the students in the year group before and challenge themselves to do even better.</i>
2	Community Service/ Volunteerism Report & it's Benefits (NB. Comm. Service Reporting will continue in each class for the rest of the term)	(At least 3 students per session) 1. Identify & describe the place where community service was done 2. Describe the tasks they were given to do. 3. Identify the skills learnt and the negative and/or positive impact the experience may have on them. 4. Share any life's decision(s) that they make as a result of the experience.
3	Time Management	1. Concentrate on being effective, not on being busy. 2. Minimize wasted time. -prioritize - don't procrastinate -Plan in bite sized chunks. -Identify the right time for each activity 3. Leave time free for the unexpected 4. Establish routines and patterns of work to improve efficiency
4	Study Methods/Skills	1. Share with each other the methods they used 2. Use the SQ3R method to sharpen their study skills.(SQ3R-survey,question,read,recite,review)
5	Cover Letter	1. Write a cover letter that will accompany their resume, for a job or scholarship application. 2. Identify the parts of the letter and the correct format.
6	Cover Letter	1. Make correction on letters during the classes
7	Resume Writing	2. Familiar with the latest rule and guidelines re resume writing 3. Write the first draft in preparation for next class
8 & 9	Resume Writing	

		<ol style="list-style-type: none"> 1. Make correction as necessary to their 1st draft. NB. Students will be seen individually 2. Save their final copy of resume electronically and are encourage to add and/or delete information as is necessary
10	Application Forms. eg. Learner's lessons, TRN & NIS Comm. Service Reporting-2	<ol style="list-style-type: none"> 1. Understand the need to read instructions carefully before completing an application form. 2. Complete application forms properly
11	TRN Comm. Service Reporting-3	<ol style="list-style-type: none"> 1. Understand the purpose of having a TRN 2. know how to apply 3. be able to complete application form properly. 4. know what is needed in order to apply <p>Students who do not have TRN will be further assisted to apply for their TRN.</p>
12	Savings Account- Visit from the Bank	<ol style="list-style-type: none"> 1. Know the different types of saving accounts 2. Choose the saving account that is best for them 3. Provide the necessary document to open their account
13	Degree after 5 th form	<ol style="list-style-type: none"> 1. Be familiar with the different degree programmes that they are able to pursue after 5th form 2. Know the qualifications necessary 3. Assess their readiness for tertiary studies.

TERM 2 Weeks	TOPICS	OBJECTIVES
1	Reflection	Mock Exam
2&3	Conditions for Selecting My Career	<ol style="list-style-type: none"> 1. List the knowledge skills, attitudes required for three possible careers. 2. Describe their feelings about these requirements. 3. Evaluate their own skills, knowledge, attitudes and aptitudes for three

		<p>selected career options.</p> <ol style="list-style-type: none"> 4. Outline a plan for career path to one of the selected possible careers.
4 &5	How to prepare for an Interview	<ol style="list-style-type: none"> 1. Learn about the institution/organization 2. Review the qualifications 3. Be ready for a variety of questions.
6	Interview Skills	<ol style="list-style-type: none"> 1. Observe or participate in an interview Giving attention to the following Dress Code Career Etiquette Hygiene Attitude
7&8	Stress Management	<ol style="list-style-type: none"> 1. Identify and define stress 2. Identify the stressors in their lives. 3. Explore appropriate ways of managing stress. 4. Demonstrate the ability to cope with stress in everyday life.
9	Motivational Talk by Guest	<ol style="list-style-type: none"> 1. Remind the student that they now have the intelligence and the ability they need to achieve the goals they have set for themselves 2. There is power in prayer.