For parents, guardians and educators

You do not need to be an expert on work to help a young person get ready for it. Be curious, patient, and willing to ask good questions.

What Before Day One is

A free program from Peak Employment Solutions in Augusta, Georgia. A short private self-check, ten lessons on the habits employers notice first (showing up, taking feedback, staying steady, professional manners, owning your work), and a certificate earned by finishing the lessons and writing a personal action plan. It is not a test: nothing is graded, and nobody reads what the learner writes. Most lessons take one sitting. The self-check stays on the learner's device, and nothing goes to Peak unless the learner chooses to send their certificate.

How to keep them enthusiastic

1. **Let them own it.** Offer it as an option, then let them pick when to start and which lesson comes first.
2. **Connect it to what they want.** A first job, a car, a team, a better schedule. Show how a lesson helps with that.
3. **Ask, do not quiz.** "What did you read that you had not thought about?" works. "Did you finish?" does not.
4. **Do one together.** Read a lesson at the same time and trade answers. Tell them how your own first job went.
5. **Praise effort and choices,** not talent. "You kept going when that was uncomfortable."
6. **Make the finish line visible.** The certificate is real and has a code an employer can check. Talk about where it will go.
7. **Skip bribes and threats.** A small celebration the learner picks is fine. Taking things away is not.

Helping them finish

- **One or two lessons a week,** at a regular time, beats a weekend rush.
- **The "try this" step.** Each lesson ends with one small thing to try. Ask how it went.
- **If they stall,** do not push harder. Ask what is in the way. Offer to read the next one together or take a week off.

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Before Day One

Questions worth asking

One good question for every lesson. Ask it at dinner, in the car, or in class.

1. **Expectations.** What do you think a boss expects that is never written down?
2. **Showing up.** If you were late for a reason that was not your fault, who would you tell, and when?
3. **The foundation.** Which of the six unmeasurables would a boss notice about you first?
4. **Feedback.** Tell me about a time someone told you something about your work that stung. What did you do with it?
5. **Resilience.** What do you do when you are angry or embarrassed and cannot leave the room?
6. **Growing up at work.** What is the difference between an excuse and an explanation?
7. **Etiquette.** What does your phone, voicemail, or email address say about you to a stranger?
8. **Structure.** Who would you go to if a supervisor asked for something you were not sure about?
9. **Judgment.** You see a coworker break a safety rule. What are your options, and what would each cost?
10. **Integrity.** When nobody is checking, what standard do you hold yourself to?

Seeing progress

The learner's account belongs to the learner, so progress is shared by the learner. Signed-in learners find a **My progress card** on the course page. They can print it or copy a short summary to send. Anyone can confirm a finished certificate at **beforeday1.com/verify**.

For educators

Suggested pacing, 8 weeks. Week 1: self-check and lesson 1. Weeks 2 to 6: two lessons a week. Week 7: lessons 9 and 10. Week 8: action plan and certificate. Ask for the progress card at each stage and the certificate code at the end. Please do not ask students to hand over their self-check or written answers. They are private. If your school has rules about outside online tools, check them before assigning. We do not collect school records or grades.