



Life Skills & EMPLOYMENT Skills School

Day 1: Combo 4 hr. Life Skills/Instruct Mike/Ernest/Rikkathon/Rick	Welcome & Congratulations! 1b) Beginning to Heal: <i>Facing trauma of prison (Aristotle social beings)</i>	Handout
Day 2: Combo 4 hr. Life Skills/Instruct Mike/Ernest/Rikkathon/Rick	1c) Beginning to Heal: <i>Facing trauma of family & community</i>	Handout
Day 3: 4hr. Instruction Mike/Rick/Ernest/Rikkathon	2a) Teamwork Means "Think TeamFirst" <i>Achieve what appears impossible</i> 2a) Three Funny teamwork commercials: <i>What happened?</i> 2c) Top10 Work Ethics: <i>Show you're worth pay & know right/wrong difference</i>	Movie Movie Video/Handout
Day 4: Combo 4 hr. Instruct/Life Skills Mike/Rick/Ernest/Rikkathon	2c) Behavioral Morals, Ethics and Life Skills for Job Readiness	Handouts Quizzes/Discussions
Day 5: 3 hr. Instruct/1 hr. Life Skills Rick/Mike/Ernest/Rikkathon	2f) Evaluating Jobs: Pay all the bills? What benefits? Have a positive self-image 2g) Maintaining a Safe & Healthy Workplace 2g) OSHA commercial #1/#4/#5 2h) What if Money was No Object in Your Life	Job Aptitude Test/Handout/Video Handout Video Movies Video
Day 6: 3.5 hr. Instruct/.5 hr. Life Skills Rick/Mike/Ernest/Rikkathon	3a) Dave Ramsey – Budgeting - Money Matters The Basics of Financial Responsibility <i>(General discussions/discourage credit cards)</i> Cash flow planning 3b) Example: Cash Flow Plan 3b) Budget Worksheet	Video Handout Handout Video/Handout
Day 7: 3 hr. Instruct/1 hr. Life Skills Mike/Rick/Ernest/Rikkathon	3c) Rental – Lease Agreement 3c) Rental Walkthrough 3d) Smart Shopping Strategies and Tips to Shop Wisely 3e) Dave Ramsey's Envelope System	Handout Handout Handout Video
-----OVER HALF WAY TEST-----		
Day 8: 3.5hr. Instruct/.5 hr. Life Skills Mike/Rick/Ernest/Rikkathon	5b) Voting rights. 5b) Family First, Help & Leaves What's Next?	Video/Handout Handout
Day 9: 0.5hr. Instruct/3.5 hr. Life Skills Ernest/Rikkathon/Mike/Rick	5c) Basics of Restorative Justice	Video/Handout
Day 10: 4 hr. Instruct Linda/Rick	4 Important Keys 4 Computer Mouse diagram 4 Computer parts diagram 4 Typing Skills/Cover Letter 4e) SmartPhones/iPhones/Twitter/Facebook/Linked In (+social media)	Video/Handout Video/Handout Video/Handout Video/Handout Video/Handout
Day 11: 3.5hr. Instruct/.5 hr. Life Skills Linda/Ronda/Rick/Mike/Ernest/Rikkathon	4e) Worksheets for resume' 4f) Job Websites/Job Searching/Job Applications 4h) Letters of Explanation/Thank You Letter Format 4i) Interview Worksheets 4f) Goals & Needs/Steps to Successful Employment	Online/Video/Handout OnLine OnLine
Day 12: 3 hr. Instruct/1 hr. Life Skills Linda/Ronda/Rick/Mike/Ernest/Rikkathon	4i) Mock Job Interview	Full Class Assist

EMPLOYMENT SKILLS: 32 hours

LIFE SKILLS: 16 hours