# Life Skills & Employment Skills School

**Day 1:** Combo 4 hr. Life Skills/Instruct  
Mike/Ernest/Rikkathon/Rick  
Welcome & Congratulations!  
1b) Beginning to Heal: Facing trauma of prison (Aristotle social beings)  
Handout

**Day 2:** Combo 4 hr. Life Skills/Instruct  
Mike/Ernest/Rikkathon/Rick  
1c) Beginning to Heal: Facing trauma of family & community  
Handout

**Day 3:** 4 hr. Instruction  
Mike/Rick/Ernest/Rikkathon  
2a) Teamwork Means “Think TeamFirst” Achievewhat appears impossible  
Movie
2a) Three Funny teamwork commercials: What happened?  
Movie
2c) Top10 Work Ethics: Show you’re worth pay & know right/wrong difference  
Video/Handout

**Day 4:** Combo 4 hr. Instruct/Life Skills  
Mike/Ernest/Rikkathon  
2c) Behavioral Morals, Ethics and Life Skills for Job Readiness  
Handouts

**Day 5:** 3 hr. Instruct/1 hr. Life Skills  
Rick/Mike/Ernest/Rikkathon  
2f) Evaluating Jobs: Pay all the bills? What benefits?  
Job Aptitude Test/Handout/Video
2g) Maintaining a Safe & Healthy Workplace  
Video
2g) OSHA commercial #1/#4/#5  
Movies
2h) What if Money was No Object in Your Life  
Video

**Day 6:** 3.5 hr. Instruct/ .5 hr. Life Skills  
Rick/Mike/Ernest/Rikkathon  
The Basics of Financial Responsibility  
(General discussions/discourage credit cards)
3a) Dave Ramsey – Budgeting - Money Matters  
Video
3b) Example: Cash Flow Plan  
Handout
3b) Budget Worksheet  
Video/Handout

**Day 7:** 3 hr. Instruct/1 hr. Life Skills  
Mike/Rick/Ernest/Rikkathon  
3c) Rental – Lease Agreement  
Handout
3c) Rental Walkthrough  
Handout
3d) Smart Shopping Strategies and Tips to Shop Wisely  
Video
3e) Dave Ramsey’s Envelope System  
Video

**Day 8:** 3.5 hr. Instruct/ .5 hr. Life Skills  
Mike/Rick/Ernest/Rikkathon  
5b) Voting rights.
5b) Family First, Help & Leaves  
What’s Next?  
Handout

**Day 9:** 0.5 hr. 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  
Video/Handout
4 Computer Mouse diagram  
Video/Handout
4 Computer parts diagram  
Video/Handout
4 Typing Skills/Cover Letter  
Video/Handout
4e) SmartPhones/iPhones/Twitter/Facebook/Linked In (+social media)  
Video/Handout

**Day 11:** 3.5 hr. Instruct/ .5 hr. Life Skills  
Linda/Ronda/Rick/Mike/Ernest/Rikkathon  
4e) Worksheets for resume’  
Online/Video/Handout
4f) Job Websites/Job Searching/Job Applications  
OnLine
4h) Letters of Explanation/Thank You Letter Format  
OnLine
4i) Interview Worksheets  

**Day 12:** 3 hr. Instruct/1 hr. Life Skills  
Linda/Ronda/Rick/Mike/Ernest/Rikkathon  
4f) Goals & Needs/Steps to Successful Employment
4i) Mock Job Interview  
Full Class Assist

**EMPLOYMENT SKILLS: 32 hours**  
**LIFE SKILLS: 16 hours**