Individual Class Options for Clients:

- Clients must be individually interviewed and qualified to attend any of these Individual Class Options.
- With an exception for TRANSITION LIFE SKILLS, adequate Literacy skills are mandatory for all Individual Class Options.

4 hour class **TRANSITION LIFE SKILLS: For Self, Family & Community** Mike/Ernest or Rikk/Rick
  - Beginning to Heal Personally (Facing Trauma of Prison)
  - Beginning to Heal (Facing Trauma of Returning to Family & Community)

4 hour class **JOB SKILLS** Mike or Rick (+Ernest/Rikk)
- Teamwork Means Think Team First
- Top 10 Work Ethics
- Behavioral Ethics and Life Skills/Job Readiness
- Evaluating Jobs
- Maintaining a Safe & Healthy Workplace
- What if Money was No Object in Your Life

3 hour class **MONEY SKILLS: Budgeting, Leasing and Shopping** Mike or Rick (+Ernest/Rikk)
- Dave Ramsey – Budgeting - Money Matters
- Budge Workshop
- Example Cash Flow Plan
- Rental – Lease Agreement/Walkthrough
- Smart Shopping Strategies and Tips to Shop Wisely
- Dave Ramsey’s Envelope System
- Family First, Financial Help & Family Leaves

4 hour class **Basic Computer & Smart Phone Skills** Linda and/or Rick
- Important Keys
- Computer Mouse diagram
- Computer parts diagram
- Typing Skills/Cover Letter
- Smart Phones/iPhones/Twitter/Facebook/Linked In (+social media)

6 hour class **Job Application & Searching: Process and Goals (Steps to Successful Employment)** Ronda and Linda or Rick
- Worksheets for resume’
- Job Applications
- Letters of Explanation/Thank You Letter Format
- Discern Employment Goals & Salary Needs
- Interview Worksheets
- Steps to Successful Employment
- Job Websites/Job Searching