

OBK 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*

- ✓ Beginning to Heal Personally (Facing Trauma of Prison)
- ✓ Beginning to Heal (Facing Trauma of Returning to Family & Community)

4 hour class *JOB SKILLS*

- ✓ 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*

- ✓ Dave Ramsey's Budget 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*

- ✓ 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)**

- ✓ 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