

LECTURE CLASS

ORIENTATION/ WEEK 1:

- ◆ Welcome Folder
 - ◆ What is Life Skills? / My Commitment/ 10 Thoughts/ Qualities of the Pencil
 - ◆ Student Info/ Photo Consent/ DOT Release/ Computer Knowledge Questionnaire/ Med Agreement
 - ◆ Class Rules/ Expectations/ Objectives/ Computer Lab Hours
 - ◆ Ice Breaker/ Who Are You? Poem/ Speaker Feedback/

WEEK 2 – PERSONAL DEVELOPMENT

- ◆ Group Roles: Who am I?
- ◆ *Hair Chronicles* (from the book *Couldn't Keep it to Myself* by Wally Lamb), worksheet included
- ◆ Lifelines – Questions & Worksheets/ Miracle Question Worksheet/ Bag Lady worksheet
- ◆ SMART Goals, Personal Goals, Big rocks22
- ◆ Colors Personality Inventory
- ◆ *The Secret*, author Rhonda Byrne - Class Discussions & Worksheets/ Video - The Secret

WEEK 3 – SOCIAL SKILLS

- ◆ Feelings Handout & Chart
- ◆ Communication Styles/ Listening Skills, Giving Feedback, Problem Solving/ Thinking Errors
- ◆ Cognitive Self-Change, Stages of Change worksheets
- ◆ Self-Image Inventory, Self-Awareness Exercise 1 & 2 Worksheet
- ◆ Video – Healing Neen

WEEK 4 – FOOD & NUTRITION & PHYSICAL HEALTH

- ◆ Setting Healthy Goals/ Choose My Plate/ BMI Chart
- ◆ Healthy Diet/ Exercise Tips
- ◆ Video – War on Families (*half-sheet handout*)

WEEK 5 – EMBRACING THE REAL YOU

- ◆ Nurturing Self Love
- ◆ Stress Management, Causes of Stress/ Coping Skills/ What is Grief/ Grounding Exercises
- ◆ *The Emotional Toolkit*, author Darlene Maninni, Ph.D, M.P.H. – Class Discussion, Worksheets & Essay
- ◆ Video – Women Behind Bars

WEEK 6 – MENTAL HEALTH EDUCATION

- ◆ The Handbook of Mental Illness – NAMI
 - ◆ Class Discussion on Types of Disorders, Diagnosis & Maintenance of
- ◆ Mandala & Boiling Pot Worksheets
- ◆ Butterfly Story & Worksheet
- ◆ Video – Mothers & Daughters (*handout*)

WEEK 7 – COMMUNITY & RE-ENTRY

- ◆ Six Handouts on Attitudes
- ◆ Rules of Recovery, Self-Help Groups
- ◆ *Who wants to be a Pillionaire?* Worksheet/ Know your Meds

WEEK 8 – FAMILY RELATIONSHIPS

- ◆ Defining & Establishing Boundaries
- ◆ Defining Potential Abusers/ Toxic People
- ◆ *The Road Less Traveled*, author M. Scott Peck, MD – Class Discussion & Worksheets

WEEK 9 – CAREER WEEK

- ♦ WAGES Handbook
 - ♦ Cover Letters, Resumes, Follow-Up Letters, Job Applications
- ♦ Mock Interviews; Interview Panel
- ♦ Bank-On-It Handbook, Worksheets included
- ♦ Tough Questions – Straight Answers/ 9-5 is Better than 10-Life, How to Prepare for

WEEK 10 – DRESS FOR SUCCESS/ PERSONAL APPEARANCE

- ♦ Appropriate Career Choices
- ♦ Dress Codes, Personal Hygiene/ Language

WEEK 11 – SPEAKERS

- ♦ Throughout the 12 week cycle, guest speakers from the community come into the classroom to inform the women about community resources relating to the week's class curriculum. There are 20-25 scheduled speakers within one cycle.

WEEK 12 – GRADUATION

- ♦ Review and Evaluation
- ♦ Graduation

ADDITIONAL LECTURE MATERIAL

- ♦ Essays are assigned from movies & lecture throughout the cycle
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COMPUTER CLASS

In addition to the above curriculum, the women have hands-on Computer classes for ½ day. They are trained in:

- ♦ Keyboarding/ Word Processing to learn and/ or improve typing skills
- ♦ GO! with Microsoft Office 2013 – Emphasis on Word, Power Point, & Excel
 - ♦ Publisher & Access are used as “fillers” if the primary work is completed