

TABLE OF CONTENTS

PROGRAM OVERVIEW

PART I: CREATING A POSITIVE ENVIRONMENT

GETTING STARTED

1. What Is Overcoming Obstacles?
2. Setting Expectations

CONFIDENCE BUILDING

1. Giving and Earning Respect
2. Identifying Strengths
3. Establishing What's Important
4. Improving Well-Being
5. Developing Personal Power

PART II: ACQUIRING CORE SKILLS

MODULE ONE: COMMUNICATION SKILLS

1. Understanding Nonverbal Communication
2. Listening
3. Listening Critically (two-session lesson)
4. Speaking Responsibly
5. Communicating Constructively

MODULE TWO: DECISION MAKING SKILLS

1. Starting the Decision Making Process
2. Gathering Information
3. Exploring Alternatives and Considering Consequences
4. Making and Evaluating Decisions

MODULE THREE: SETTING AND ACHIEVING GOALS

1. Identifying Goals
2. Setting Priorities
3. Developing a Positive Attitude
4. Accessing Resources
5. Learning to Be Assertive

TABLE OF CONTENTS

(CONTINUED)

PART III: DEVELOPING RELATED SKILLS

MODULE FOUR: RESOLVING CONFLICTS.....

1. Introducing Conflict Resolution
2. Managing Anger in Conflict Situations
3. Creating a Win-Win Situation
4. Resolving Conflict

MODULE FIVE: PROBLEM SOLVING.....

1. Problem Solving Techniques
2. Problem Solving in School
3. Problem Solving on the Job
4. Problem Solving at Home

MODULE SIX: SKILLS FOR SCHOOL AND BEYOND

1. Identifying Your Learning Style
2. Managing Your Time
3. Reading, Listening, and Note Taking
4. Writing Reports and Presenting to an Audience (two-session lesson)
5. Preparing for Tests and Exams
6. Managing Stress

MODULE SEVEN: A GAME PLAN FOR COLLEGE/HIGHER EDUCATION

1. Assessing Your Talents and Interests
2. Determining the Training and Education You'll Need (two-session lesson)
3. Choosing the Right Place: Colleges, Universities, and Technical Schools
4. Applying to Colleges, Universities, and Technical Schools (two-session lesson)
5. Discovering Money: Scholarships, Grants, and Loans

MODULE EIGHT: A GAME PLAN FOR WORK

1. Working toward Your Goals (two-session lesson)
2. Exploring Job Possibilities
3. Looking for a Job
4. Networking
5. Preparing a Resume (two-session lesson)
6. Making Contacts (two-session lesson)

TABLE OF CONTENTS

(CONTINUED)

MODULE NINE: GETTING THE JOB

1. Completing Applications
2. Preparing for an Interview
3. Interviewing
4. Following the Interview (two-session lesson)
5. Responding to a Job Offer

MODULE TEN: ON-THE-JOB SKILLS

1. Developing a Positive Work Ethic
2. Working with Others (two-session lesson)
3. Communicating on the Job
4. Managing Time, Money, and People
5. Advancing on the Job

MODULE ELEVEN: MANAGING YOUR LIFE

1. Managing Your Finances
2. Making a Budget
3. Understanding Advertising and Mass Media (two-session lesson)
4. Becoming a Responsible Citizen
5. Nurturing the Development of Young Children

PART IV: DEMONSTRATING THE SKILLS

SERVICE LEARNING.....

1. Introduction
2. Getting Started
3. Designing a Plan
4. Finalizing the Action Plan and Getting Approval
5. Taking Action
6. Assessment