



STEPS Training Employment & Preparation Services Curriculum

Week 1

- Day 1 Group Norms & Self - Disclosure
- Day 2 Life Skills- Goal Settings
- Day 3 Basics of Computers
- Day 4 Computer Training- Mavis Beacon
- Day 5 Life Skills- Problem Solving

Week 2

- Day 1 Life Skills – Values Assessment
- Day 2 Life Skills- Boundaries
- Day 3 Life Skills – Managing Stress
- Day 4 Computer Training – Microsoft Word
- Day 5 Life Skills- Self Esteem

Week 3

- Day 1 Personality Dimensions
- Day 2 PD Recap & Career Dimensions
- Day 3 Learning Styles & Money Management
- Day 4 Computer Training – Microsoft Excel
- Day 5 Life Skills – Transferable Skills

Week 4

- Day 1 Resumes and Cover Letters
- Day 2 Finishing Resumes and Cover Letter
- Day 3 Job Search Techniques
- Day 4 Computer Training – Microsoft Power Point
- Day 5 Job Search Training

Week 5

- Day 1 Life Skills – Healthy Relationships in Recovery
- Day 2 Job Search Training
- Day 3 Interview Skills
- Day 4 Computer Training / Job Search
- Day 5 Mock Interviews & Job Search

Week 6

- Day 1 Life Skills – Conflict Resolution
- Day 2 Life Skills – Anger Management
- Day 3 Life Skills – Self Care
- Day 4 Computer Training / Job Search
- Day 5 Acupuncture & Closure