



S.T.E.P.S Training Employment and Preparation Services 5 Week Program 2020

Week 1

- Day 1 Group Norms & Self - Disclosure
- Day 2 Life Skills- Goal Settings & Life Skills- Values Assessment
- Day 3 Life Skills- Problem Solving
- Day 4 Life Skills – Managing Stress & Boundaries
- Day 5 Basics of Computers, Mavis Beacon

Week 2

- Day 1 Life Skills- Self Esteem
- Day 2 Personality Dimensions
- Day 3 P. D. Recap & Career Dimensions
- Day 4 Learning Styles & Money Management
- Day 5 Computer Training – Microsoft Word

Week 3

- Day 1 Life Skills- Transferable Skills – Action Plan
- Day 2 Resume and Cover Letters
- Day 3 Finishing Resumes and Cover Letters
- Day 4 Computer Training – Microsoft Excel
- Day 5 Job Search Techniques & Job Search Training

Week 4

- Day 1 Life Skills – Healthy Relationships in Recovery
- Day 2 Computer Training – Microsoft Power Point
- Day 3 Interview Skills & Job Search Training
- Day 4 Life Skills - Conflict Resolution
- Day 5 Mock Interviews & Job Search

Week 5

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