



## Appendix: Workshop Summary

### Living in Your Strengths - core workshop (2 hrs)

Objective: This session is essential in building the foundation towards success. Participants will explore strengths and values, increase awareness around how to utilize strengths, and understand how to bring that knowledge into life experiences.

Outcome: The participants will have a list of personal strengths that will guide them in choices and actions.

Mentoring Objectives/Deliverables: Identify upcoming situations to deliberately use one or more identified strength. How often did you use your inner ally and inner critic? Discuss experience with mentor.

### Education Opportunities (2 hrs)

Objective: Research indicates that higher education can significantly increase a persons earning potential. There are many options to consider when pursuing or continuing one's educational path. This program will explore a range of options.

Outcome: Participants will be able to identify post secondary education options, complete FASFE, identify scholarships, and create a go forward plan for education.

Mentoring Objectives/Deliverables: Develop a list of options to explore, explore at least one identified options and develop barriers and solutions

### Job Searching and Resume Writing - core workshop (2 hrs)

Objective: Eight-seven percent of all jobs are never advertised. This workshop teaches participants a proven job search method that has an eight-six percent success rate. In addition to the steps of effective job searching, writing resumes is also included. There will be hands on activities, expert advice, a standard approach and support in pursuing a participant's next job opportunity.

Outcome: Participants will be give a quick reference sheet for use during continued job searches and the expectation is to increase success in securing employment.

Mentoring Objectives/Deliverables: Create list of desirable employers and types of positions, create resume, and follow job search process at least once

### Interviewing and Dressing for Success - core workshop (2 hrs)

Objective: To increase awareness of interviewing techniques and the importance of first impressions. Most hiring decisions are made within the first 3-5 minutes of a job interview. This workshop focuses on making an interview as effective as possible. We will cover topics from how to dress, respond to questions, and ask questions.

Outcome: The intent is to increase personal awareness and presence along with outlining the benefits of a positive perspective. This workshop will be the launching ground for increasing the number and effectiveness of interviews.

Mentoring Objectives/Deliverables: Conduct practice interviews



## **Problem Solving (2 hrs)**

**Objective:** The ability to be in your best frame of mind for problem solving is critical. The goal of this course is to give the participants a model to stop, breathe and focus before making decisions. We will explore case studies and have discussions around possible solutions. The intent is to create a flow for what happens with quick decision making versus a more focused and longer range approach.

**Outcome:** A personalized way to be focused and aware of the mindset need to problem solve effectively. Participates will also have increased confidence in the skill of problem solving.

**Mentoring Objectives/Deliverables:** Identify one previous experience where the problem solving method would have made a positive impact. Identify potential future (within the next two weeks) opportunity to utilize problem solving method - follow up with results. Reflect on intention that was written down in class

## **Conflict Resolution (2 hrs)**

**Objective:** This course will introduce a model for approaching conflict management and effective feedback. The ability to understand personal tendencies involving conflict and the ways to modify that pattern will be introduced with a Learner/Judger model. The attendees will also be introduced to development theories regarding adolescence and adulthood. The key learning is to understand when to engage and when to just consider the feedback. We will have an exercise in building a shield for deflecting what is not meaningful with out increasing conflict. (Stop, Visualize, and Lead with a Question)

**Outcome:** A strong sense of where conflict arises and how to manage emotions that get in the way of the best resolution.

**Mentoring Objectives/Deliverables:** Identify potential future (within the next two weeks) opportunity to utilize conflict resolution method - follow up with results.

## **Managing Personal Finances (2 hrs)**

**Objective:** A critical factor to personal success in balancing finances. This workshop will focus on budgeting, understanding and addressing credit, and buying/renting a home. The participants will actively complete a budget worksheet and create a plan for tracking monthly expenses.

**Outcome:** The goal is to repair and build current financial situation; including a go forward plan for continuing to balance personal finances.

**Mentoring Objectives/Deliverables:** Develop one month budget, discuss potential problem areas in budget and determine corrective actions.

## **Living a Life on Purpose (2 hrs)**

**Objective:** This session explores mental models and how they influence the life we live. Through raising one's level of consciousness and enlightened self-awareness, this interactive session will help the participant discover the spark to ignite the life he/she was meant to live.

**Outcome:** The participants learn how to develop a personalized plan for living a life on purpose.

**Mentoring Objectives/Deliverables:** Identify actions to let go of unproductive paradigms (mental maps) and consciously choose those that empower us. Discuss action plan with mentor.



## **Matching Strengths to Jobs (True Colors) (4 hours or 2/2 hour sessions)**

**Objective:** Discover the perfect career for you through the clues of Personality Type. Unlock the secrets of Personality Type - how you process information, make decisions, and interact with the world around you and discover the career that is right for you. This session introduces Personality Type and shows you how to discover your own type through a self-scoring instrument. Then, using interactive exercises it suggests occupations that are popular with your type. Throughout the workshop, you will receive savvy career advice and highlight the strengths and pitfalls of each personality type with real-life examples.

**Outcome:** Discovering your strengths and applying them to a successful job search. Exploring and thinking about things that would contribute to 'the ideal' job.

**Mentoring Objectives/Deliverables:** Develop description of the ideal job and what it would take to get the job.

## **Celebrating Your V.O.I.C.E. (2 hours)**

**Objective:** This is the final class in the V.O.I.C.E. engagement. The purpose of this session is to pull all of the key lessons from each workshop together into a culminating event that will provide the participants the ability to see from where they have come and where they are going. During this session we have several interactive activities that ultimately end in a personal map of the future for each individual.

**Outcome:** We end with a celebration ceremony that magnifies the accomplishments of each individual. Those who have come to five or more workshops will be awarded a graduation certificate and recognition. Others will be awarded certificates of participation. Each person that participated in the mentoring session will receive recognition of the goals they have achieved.

**Mentoring Objectives/Deliverables:** No mentoring with this session.