



## **Life Skills Modules**

### **WEEK 1 – WORK ETIQUETTE**

- Students will learn how to understand and use professionalism in the workplace such as attire, language, etc.

### **WEEK 2 & 3 – FINANCIAL LITERACY**

- Students will learn the ability to fill out W-2 forms, acquire a checking account, and learn how to budget their earnings.

### **WEEK 4 – SOCIAL RESPONSIBILITY**

- Students will understand and learn the ability to give back to charitable works.

### **WEEK 5 – SOCIAL MEDIA**

- Students will learn how to use Social Media.
- Students will understand the difference of Recreational vs. Professional Social Media.

### **WEEK 6 – FAITH**

- We will incorporate faith based learning with the use of bible study.

### **WEEK 7 – COMMUNICATION**

- Students will learn how to communicate effectively in the workplace.
- We will focus on verbal and electronic communication.

### **WEEK 8 – SELF MANAGEMENT**

- Students will learn how to make healthy decisions that will ensure their best performance in the workplace.

### **WEEK 9 – TIME MANAGEMENT**

- Students will learn how to use their time wisely to complete work in the workplace.
- Student will also learn how to use leisure time to prevent “burn out” from their jobs.

### **WEEK 10 & 11 – DRUG ALCOHOL PREVENTION**

- Substance abuse education will be the primary focus in and out of the workplace.

### **WEEK 12 – SOCIAL LIFE**

- Students will learn how to choose and spend time with friends inside/outside the workplace.