



Collier Adult Education



INNOVATIVE PATHWAYS FOR EARLY RELEASE





Workshop 101

“Workshop 101” was created as a series of inmate activities leading to the development of a creative portfolio.

Workshop 101 contains the following items:

- 7 Habits of Highly Effective People
- Personal Mission Statement
- Resume and Career Assessment
- My Florida Ready To Work
- Public Speaking
- Interviewing Skills
- Credentialing



7 Habits of Highly Effective People

Are you familiar with Stephen R. Covey's book entitled, *The 7 Habits of Highly Effective People*? Can you list any of the 7 habits?

Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw



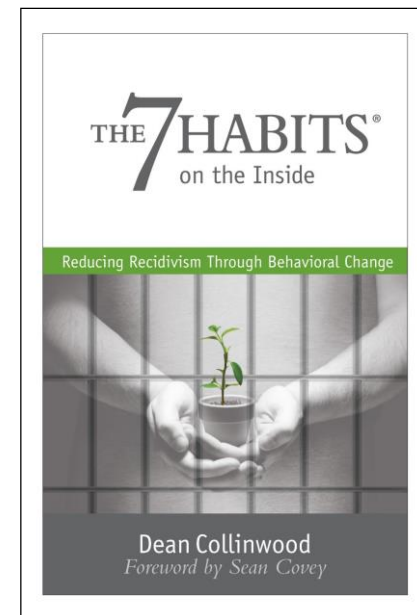
The 7 Habits on the Inside

Chapters 3: *7 Habits* Programs for Adult Offenders

The *7 Habits* in Collier County, Florida

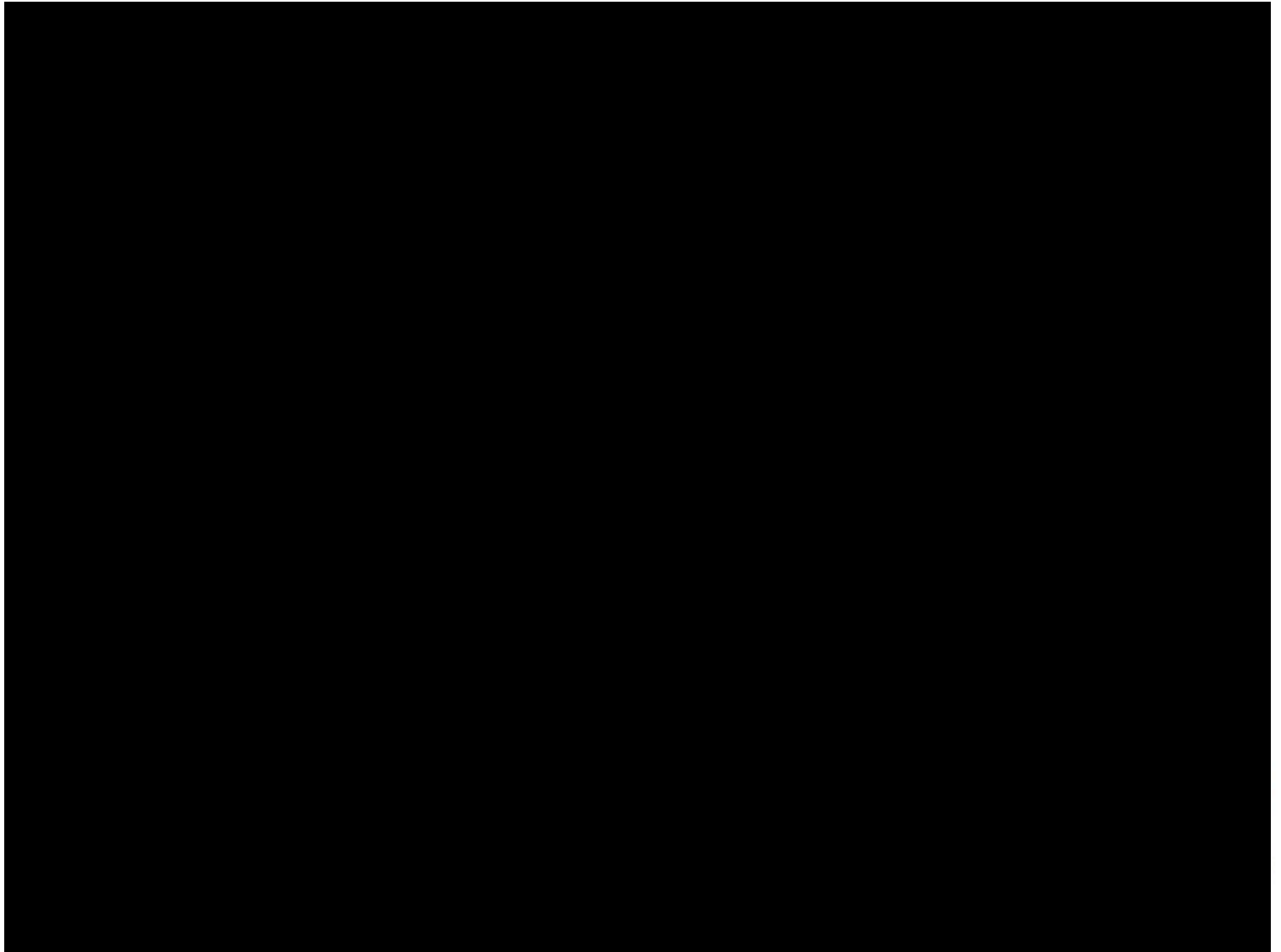
The *7 Habits* in a California Women's Prison

The *7 Habits* in a Other Prison Settings





The 7 Habits in Action





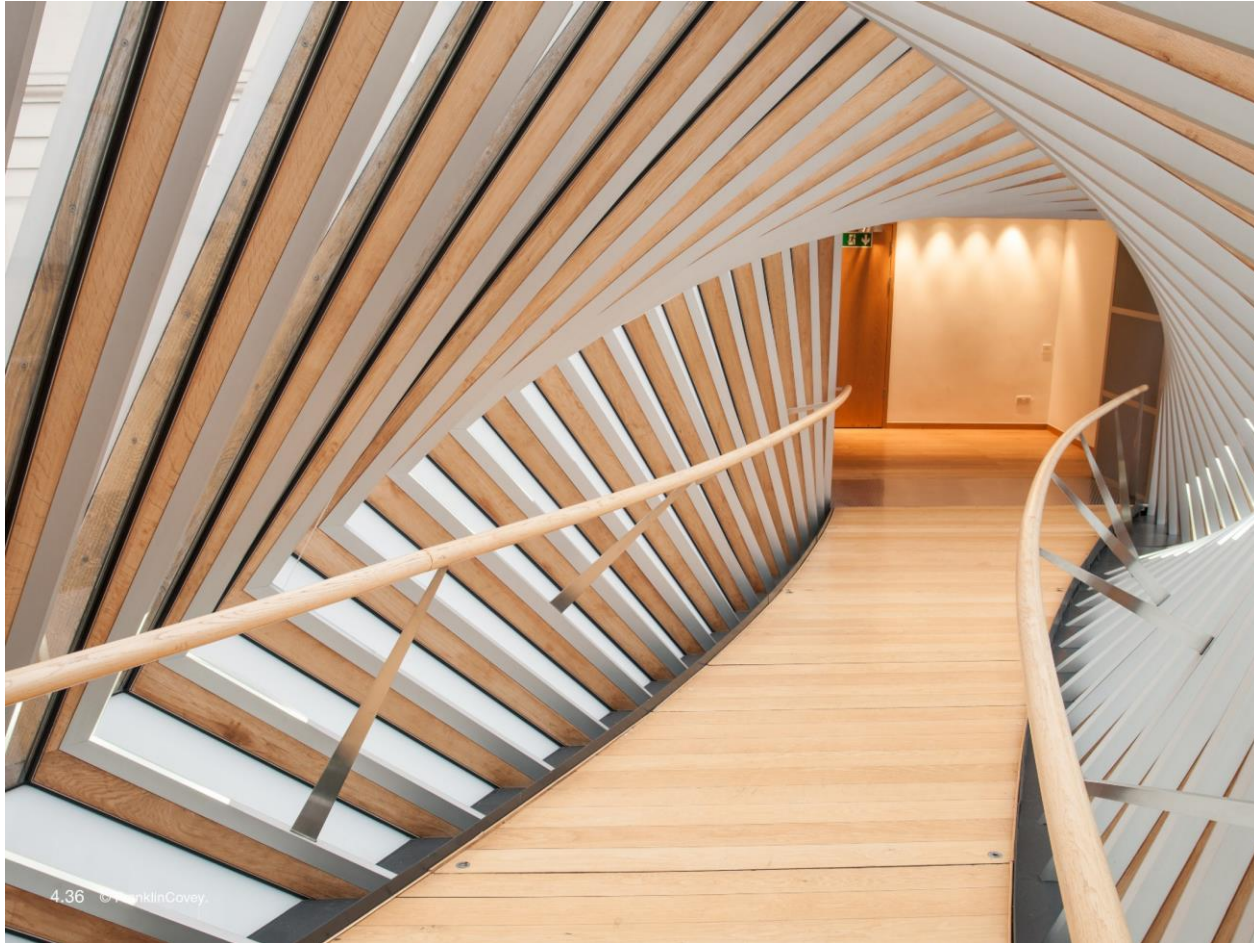
Behavioral Modification

For the purpose of this module dealing with inmates, our definition of behavioral modification is a type of treatment which focuses on altering maladaptive behavior, to teach patients more adaptive behavior and to break bad habits. There are a number of applications for behavior modification, and there are also a range of approaches to this type of treatment.

The follow is a list of behaviors that need to be changed:

- Assault others
- Escape with or without force
- Engage or incite to riot
- Arson
- Possess dangerous contraband
- Possess escape paraphernalia
- Tamper with locks/security
- Stealing
- Gambling
- Refuse to work
- Disobey lawful orders
- Barter/sell goods
- Verbal abuse
- Operate a motor vehicle
- Fail to remain or return
- Misuse clinical services
- Fight
- Refuse to submit to drug test
- Solicit staff misconduct
- Damage property
- Commit forgery and fraud
- Sexual harassment or abuse
- Possess/use drugs, tobacco
- Possess drug paraphernalia

Personal Mission Statement



4.36 © FranklinCovey.

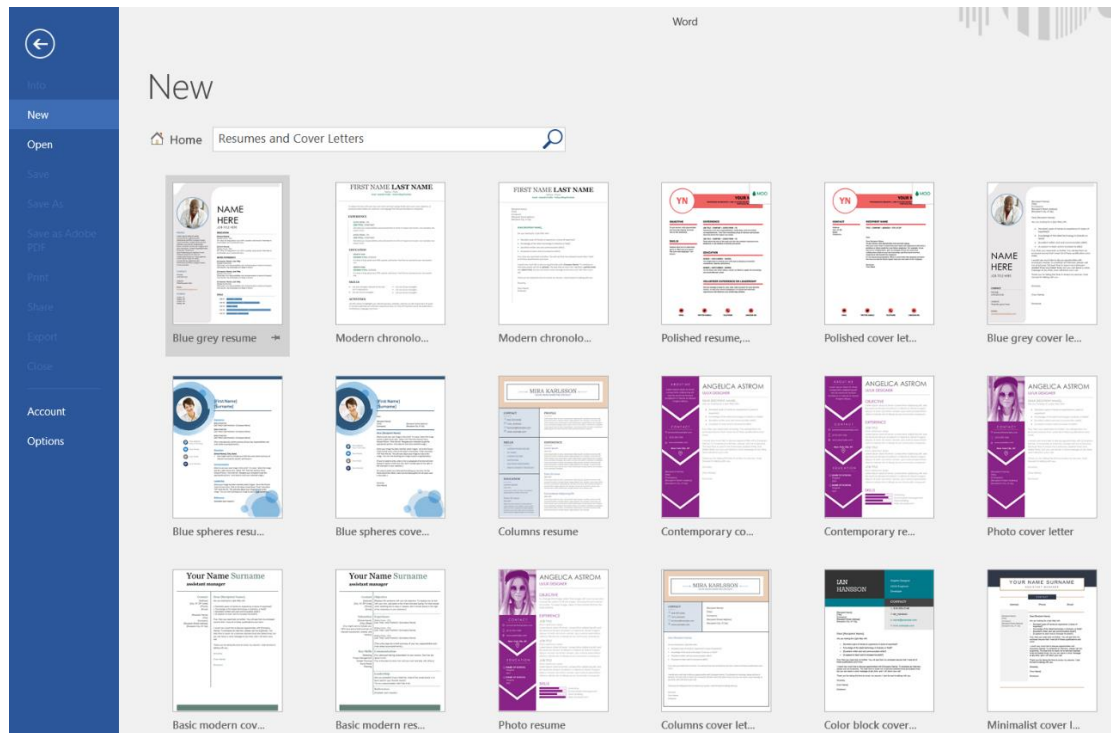


Student Centric
2019-20



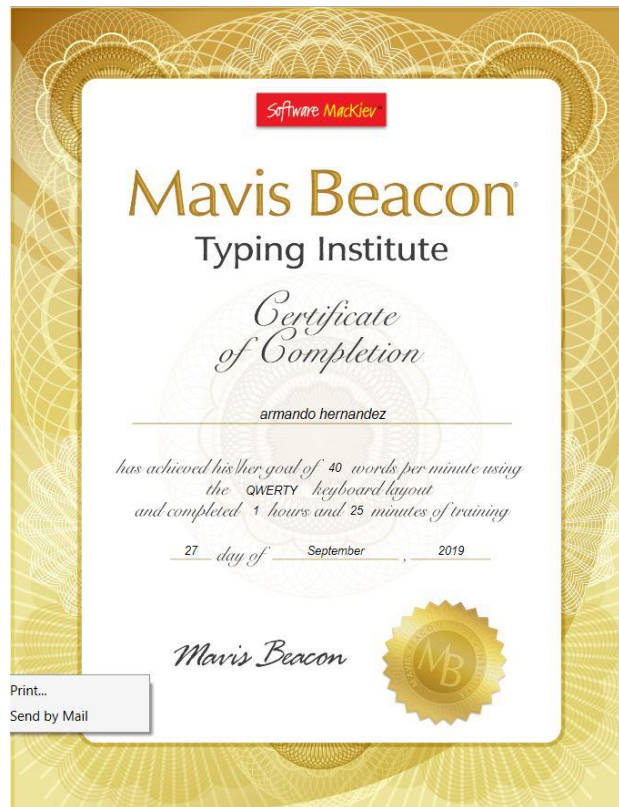
Resume

A resume can be an important tool in a job search. Sometimes a resume is the first impression of a job candidate and can determine if an interview is granted to the applicant.



Typing Skills

Typing is an important and practical skill required for many jobs. The Mavis Beacon Typing Institute certification is recommended when inmates have access to computers and keyboards.



INMATE NAME

[Type your e-mail]
[Type your address]
[Type your phone number]
[Type your website]

OBJECTIVES

[Type your objectives]

EDUCATION

[Type your school name]

[Type the completion date] *[Type the degree]*

- [Type list of accomplishments]

EXPERIENCE

[Type the company name] | [Type the company address]

[Type your job title] [Type the start date] – [Type the end date]

[Type job responsibilities]

SKILLS

- [Type list of skills]

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Interviewing Skills

Career Source

- First stop upon release (resources)
- Job searching
- Maintaining food stamps
- \$5000 Federal bonding

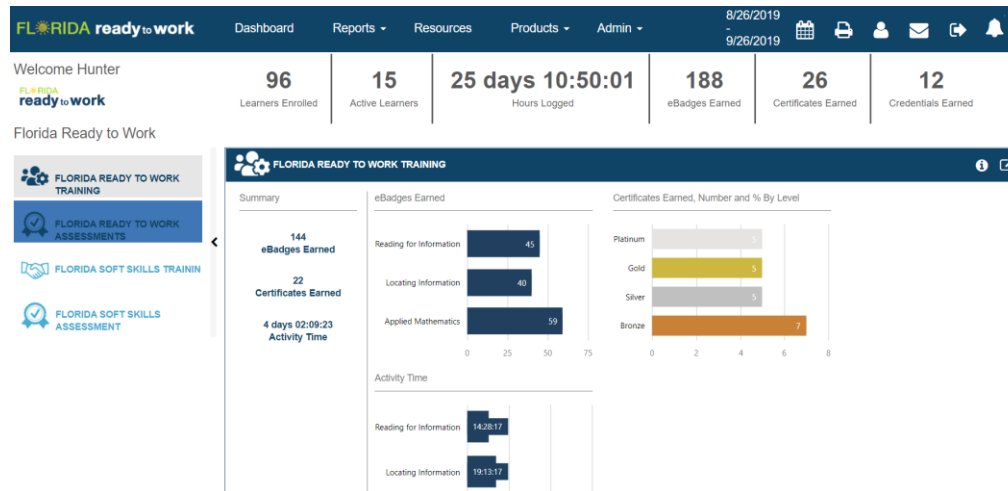
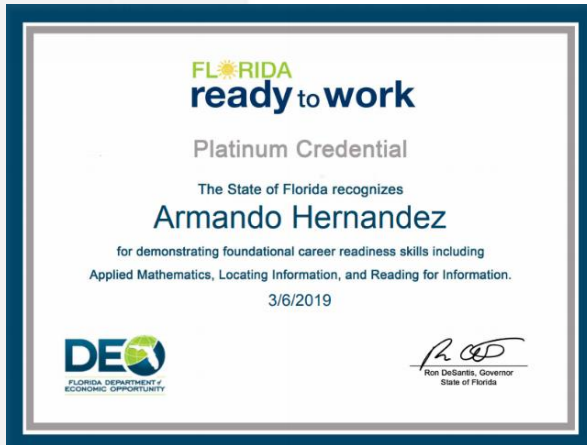





My Florida Ready To Work

Another addition to the portfolio is a Florida Ready To Work Credential.

www.myfloridareadytowork.com



Platinum Florida Ready to Work Credential

The Florida Ready to Work Credential is based on three validated career readiness assessments – Applied Mathematics, Locating Information, and Reading for Information – that measure foundational critical thinking and problem solving skills. The holder of this **Platinum** Credential has demonstrated mastery of the skills required by 99% of jobs today leading up to and including:

Applied Mathematics Skills for Level 6

- Use fractions, negative numbers, ratios, percentages, or mixed numbers
- Rearrange a formula before solving a problem
- Use two formulas to change from one unit to another within the same system of measurement
- Use two formulas to change from one unit in one system of measurement to a unit in another system of measurement
- Find mistakes in items that belong at Levels 3, 4, and 5
- Find the best deal and use the result for another calculation
- Find areas of basic shapes when it may be necessary to rearrange the formula, convert units of measurement in the calculations, or use the result in further calculations
- Find the volume of rectangular solids
- Calculate multiple rates

Locating Information Skills for Level 6

- Draw conclusions based on one complicated graphic or several related graphics
- Apply information from one or more complicated graphics to specific situations
- Use the information to make decisions

Reading for Information Skills for Level 6

- Identify implied details
- Use technical terms and jargon in new situations
- Figure out the less common meaning of a word based on the context
- Apply complicated instructions to new situations
- Figure out the principles behind policies, rules, and procedures
- Apply general principles from the materials to similar and new situations
- Explain the rationale behind a procedure, policy, or communication

Florida Ready to Work is an employer-driven, research-based career readiness training and credentialing program focused on the foundational skills required for most jobs. There are four Florida Ready to Work Credential levels:

PLATINUM	Minimum score of 6 on all three qualifying assessments. Indicates readiness for 99% of jobs.
GOLD	Minimum score of 5 on all three qualifying assessments. Indicates readiness for 90% of jobs.
SILVER	Minimum score of 4 on all three qualifying assessments. Indicates readiness for 65% of jobs.
BRONZE	Minimum score of 3 on all three qualifying assessments. Indicates readiness for 35% of jobs.

The higher the assessment scores and resulting credential level indicate an ability to perform more complex tasks and qualify for a broader range of jobs



Florida Soft Skills Credential

The Florida Soft Skills Credential is based on a validated career readiness assessment that measures foundational work habits and situational judgement skills. The holder of this Credential has demonstrated an understanding of essential soft skills including:

Conveying Professionalism

- Strong work ethic, pride in self and employer, and image conveyed to internal and external customers
- Positive attitude and benefits of exceptional internal and external customer service
- Punctuality and dependability
- How motivation affects performance
- Taking responsibility for learning and development of excellent work habits

Communicating Effectively

- Essential communication and listening skills to help ensure a productive work environment
- Use of verbal communication to improving understanding
- Appropriate workplace use of email, texting, cell phone, and social networking
- Conflict resolution and negotiation in the workplace
- How effective communication affects an organization

Teamwork and Collaboration

- Treating coworkers as team members and cooperating with others
- Benefits of workplace diversity
- Sensitivity to individual differences
- Benefits and challenges of teamwork and collaboration
- Workplace leadership

Thinking Critically and Solving Problems

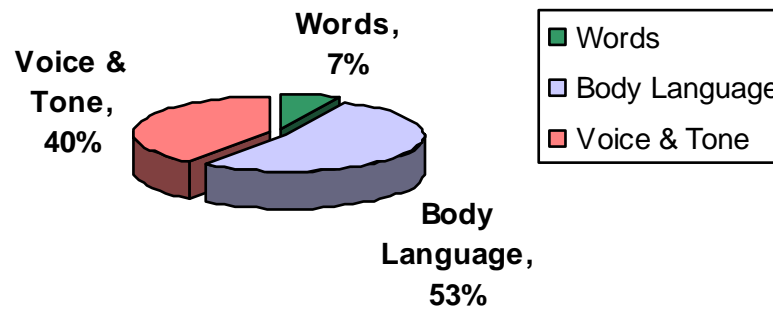
- Innovation, creativity, and adaptability in the workplace
- Adversity and how it affects the workplace
- Elements of critical thinking, including observation, evidence, reasoning, and fallacies
- Making decisions including inductive and deductive reasoning
- Creative problem solving in the workplace

The Florida Soft Skills Credential is sponsored by Florida Ready to Work, an employer-driven, research-based career readiness training and credentialing program focused on the foundational skills required for most jobs.



Public Speaking

Communication ~ Body Language





Defining a Portfolio

Inmates often leave correctional facilities with insufficient skills to re-enter society.

A primary objective of many jail and prison programs is to help inmates receive their high school diploma. However, the goal of GED attainment is often just not enough.





Group Discussion

“Why is building a portfolio a smart move?”





Collier County Public Schools

WORKSHOP 101

John Smith

Has satisfactorily completed all requirements of the Career Training Program Workshop 101 and is hereby awarded this

CERTIFICATE OF COMPLETION

Workshop 101 Includes:

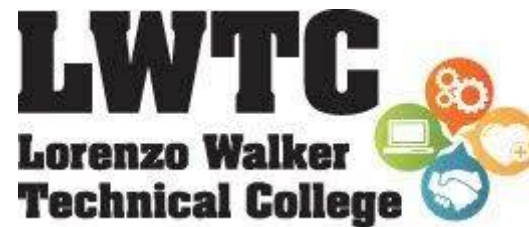
Seven Habits of Highly Effective People, Interview Skills,
Career Assessment Program, Resume Writing,
Public Speaking, Facilitation, Personal Mission
Statement, Florida Ready to Work

Awarded this 19th Day of September, 2019

Faculty & Program Manager



Transitions





Closing Thoughts for Innovative Pathways for Early Release

- Meeting with judges, prosecution, and defense
- Tours of the program
- Portfolio creation
- Inmate plan for transition