

TRANSFORMATIVE WORKFORCE ACADEMY

Personal Development & Workforce Readiness Bootcamp

This fundamental course targets an individual who has been absent from the workforce for an extended period, or for a worker with low skill level as it relates to the modern work force. Quite often, this worker may be in “at risk” demographics. This course will help the participants become productive workers in the modern economy. The skillsets learned could be classified as a “Worker Reentry- Basic Technology and Personal Skills” program. The course is taught over the course of 2 or 4 weeks, (8 half days in total). Each participant will receive a Laptop, Life Mentoring, and Job Placement assistance.

Length 2 - 4 weeks

Contact Hours: 24

Price: \$1,950

Prerequisites: Participants must have set up basic needs preparation via a program such as CJM or FSC. They also should have a reference from the transition center, a Probation Officer, CJM, FSC, SLATE or a similar entity. Basic needs are defined as proper clothing, proper IDs, basic hygiene, and transportation.

Unit 1: Goal Planning and Decision Making

Description

Every successful entity, whether it's a business, a football team or a family needs a plan. In most cases, common sense is often assumed to drive plans. But what if an individual was absent from the workforce for an extended period of time? Of if they lacked appropriate role models?

This unit helps develop a tailored personal plan. Why? Simple, one size fits all answers do not exist. You must build a solution that works for you. Over the course of this program, we will develop a plan driven off your personal goals. At the end of the course, you will emerge with a plan that works for you, so that you can start regaining control of your life!

Outline (Days 1 and 5)

This part of the course will help you teach participants how to:

- The Big Picture & Realistic Goals
- Everyday Life
- What does the Employer want?
- Transferrable Skills
- Soft Skills vs Hard Skills
- Finding that Evasive Happiness
- What's Important vs What is Urgent
- Establishing a Routine
- Risk Taking and the Lottery of Life: Scenarios

Unit 2: Reentry: Barriers and Opportunities

Description

Returning to the Workforce is not an easy task for anyone who has taken off a few years. It is even more difficult if you have not been part of the culture, as change makes the world a much different place.

This unit helps you develop a navigational plan to get around. We start by looking at an overall outlook of your situation, and discuss barriers that may exist. We also look at support plans that may or may not be present in your life. We discuss Job Applications, hostile situations and strategies to overcome those obstacles.

Outline (Days 2 and 6)

This part of the course will help you teach participants how to:

- Return to Society
- Determine your Outlook
- Barriers to entry
- Community Support
- Technical Skills
- Employment Opportunities and owning your own business
- Employment Scenario based “what ifs”
- Mock Interviews

Unit 3: Building Job Skills using Technology

Description

The modern worker, (office, warehouse or manufacturing worker), is expected to possess a base level of technology skillsets. Those skills consist of an overall knowledge of Computer and equipment, and often a detailed knowledge of Microsoft Office. You will receive a personal computer which you can use to practice your office skills. (Note: We will make an effort to place individuals with similar technology experience in the same group). Some individuals may have more advanced skills, and we may teach more advanced topics.

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[Outline \(Days 3 and 7\)](#)

This part of the course will help you teach participants how to:

- Keyboard and Layout
- File Structure in Windows
- Navigating Fundamentals
- Word Fundamentals
- Resume Development using Word
- Cloud Computing – available anytime
- Indeed profile
- Create a personal message using PowerPoint
- Hired4Life Profile
- Social Media profiles
- (Optional: Excel and PowerPoint Fundamentals)

Unit 4: Building a Foundation for Life

[Description](#)

Soft Skill and Hard skill development are indispensable for life scenarios. But most of these skills draw off a more fundamental base. Development of that base is critical for defining you as a person and serves as a basis for decision making. We'll explore those concepts in the context of a Christian background.

[Outline \(Days 4 and 8\)](#)

This part of the course consists of the following:

- Who Am I? Defining yourself.
- Exercise/Test: My fundamental Personal Style
- Lost and then Found: The Prodigal Son
- We are all Smart: Discovering your area of Intelligence
- Core Beliefs
- Healthy vs Unhealthy Coping Strategies