

<b>ELITE RE-Entry Summer 2017 Bonnie W. Noble Center, 1125 W. Lake Ave., Lower Level</b>						
TU June 20	TU June 27	TU July 11	TU July 18	TU July 25	TU Aug 1	TU Aug 8
Zero Week	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
5:30 - 8:00 PM	5:30 - 7:30 PM	5:30 - 7:30 PM	5:30 - 7:30 PM	5:30 - 7:30 PM	5:30 - 7:30 PM	5:30 - 7:30 PM
Registration	Commitment	Addictions & Truths	Conflict Resolution	Anger Management	Job Applications	Elevator Speech
Overview of Opportunity; Guest Presenters; Questions; Program Compact; Volunteer Park District Application for Background Check; Phrases for Success; ID Photos.	Collect & copy documents;; Mass Texting;/WDDL; "Dream"; Review Testimonial Guidelines & Worksheet 1; Pre-tests. (3) <b>Tab</b> e test.	Guest Speaker: Addictions; Pass Out Books;Appearance and Attitude Pre-Test. Collect Testimony Part 1; Distribute Part 2;	<b>ANTHEM CERTIFICATION;</b> Collect Testimony Part 2; Distribute Testimonials Part 3; Presentation on Conflict Resolution. Customer Service skills;	Guest speaker on Anger Management. Anger Management pre-test;Oral Testimonies part 1 & 2.Phrases for Success; Call in to Work & "Shift Sheet" procedures	HR Speaker on completing an application. Practice Filling out an Application.Collect Testimony Part 3;Give Wk 5 Pre-Test.	HR Speaker on Resumes and Interview tips; Practice writing your resume. Collect completed applications; Write & Practice Elevator Speech
COMMITMENT	"WDDL"	RESPECT	ANGER: FRIEND OR FOE?	ANGER "TRIGGERS"	DEFUSING ANGER	HANDLING ANGER
Bring proof of GED or diploma and SSN to class in 2 weeks		<b>DUE:</b> Testimony Part 1,copy DL, Proof of GED or diploma, read pages 12-14	<b>DUE:</b> Testimony Part 2. Turn in T-Shirt Sizes; read page 16	<b>DUE:</b> Testimony Part 3; read page 17-18	<b>DUE:</b> Complete Application and bring to class next week	Bring completed resume to next weeks class. Read pages 28-31

TU Aug 15	TU Aug 15	TU Aug 22	TU Sep 5	TU Sep 12	TU Sep 19	TU Sep 26
Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13
5:30 - 7:30 PM	5:30 - 7:30 PM	5:30 - 7:30 PM	5:30 - 7:30 PM	8:30 AM-3:00 PM	5:30 - 7:30 PM	5:30 - 7:30 PM
Resumes	Self-Sabotage	Mock Interviews	Success/Mindset	Fork Lift Training	Factory Math	Final Certification
Lakeview Library type resumes; Phrases for Success; Learn how to leave a message; Role play leaving a message.	Guest speaker on self-sabotage; Phrases for success; Re-Entry Wk 8 pre-test. Practice giving elevator speeches.	HR Professionals will conduct Mock Interviews; One on one Bulls Eye discussions. Pass out Bulls Eye questionnaire.	Phrases for Success; Overcoming laziness. Why people get fired; Keeping the factory job.	Training at Goodwill at War Memorial Dr;	Rick Cloyd:Pass out thank you cards to write thank you to Bob Fussner at Goodwill, bring next week.	One on One Evaluations: Role Play.
MY ANGER	MANAGING CONFLICT	KNOWLEDGE	ANGER & ASSERTIVENESS	Work Ethic	Ambition	Accomplishment
	Come dressed for Mock Interviews next week	Read pages 34-37				<b>DUE:</b> "Thank You" letter to Bob Fussner at Goodwill.

**OPEN COMPUTER LAB** -- Goodwill Commons (On North Adams near McCluggage Bridge)

Goodwill's computer lab is open M-TH 2:30 - 4:30PM for computer skills practice, creating a resume & cover letter and using the internet for job searches.