<table>
<thead>
<tr>
<th>Program</th>
<th>Target Population</th>
<th>Content Taught</th>
<th>Time Required</th>
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</thead>
</table>
| Workin’ It Out      | Challenging adult workers who lack work experience, struggle with soft skills, or are simply unfamiliar with unspoken expectations of work. Most applicable in first 3 months of employment. | • Dynamics of inter-personal conflict  
• Switching from personal beliefs vs professional expectations  
• Self-management skills  
• Expressing concerns  
• Dealing w/ criticism  
• Interpersonal problem solving/conflict resolution | 10 lessons  
1.5-2.0 hours each  
Recommended:  
Class of 8-16 adults  
2-3 lessons/week  
Over 3-4 week period  
Requires: Initial instructor certification. Consumable workbooks ($5-$10 ea). |
| Makin’ It Work       | Individuals with criminal backgrounds who are seeking employment. Applicable to both currently incarcerated (pre-release) and formerly incarcerated (parole, re-entry). | • Stages of Change  
• Personal Thinking Traps  
• Employer expectations  
• Emotional warning signs  
• Self-control skills  
• Interpersonal problem solving/conflict resolution  
• Expressing concerns  
• Dealing w/ criticism | 10 lessons  
1.5-2.0 hours each  
Recommended:  
Class of 8-16 adults  
2-3 lessons/week  
Over 3-4 week period  
Requires: Initial instructor certification. Consumable workbooks ($5-$10 ea). |
| Beginning to Work It Out | At-risk youth or young adults, age 16-22, who lack experience or social skills, and are preparing for employment. Applicable in schools, community, treatment, or correctional settings. | • Dynamics of inter-personal conflict  
• Employers’ unspoken expectations  
• Self-management skills  
• Expressing concerns  
• Dealing w/ criticism  
• Interpersonal problem solving/conflict resolution | 10 lessons  
50 minutes each  
Recommended:  
Class of 8-12 youth  
2-3 lessons/week  
Over 3-4 week period  
Requires: Initial instructor certification. Consumable workbooks ($5-$10 ea). |
| Learning to Work It Out | Adults with significant barriers to employment, such as self-esteem issues, prior addiction, incarceration, homelessness, physical or mental health issues. Most applicable 3-6 months prior to employment. | • Personal improvement/goal setting  
• Conflict & stress  
• Self-defeating beliefs  
• Employer expectations  
• Self-management skills  
• Expressing concerns  
• Dealing w/ criticism  
• Interpersonal problem solving/conflict resolution | 12 lessons  
2.0 hours each  
Recommended:  
Class of 8-16 people  
2-3 lessons/week  
Over 4-6 week period  
Requires: Initial instructor certification. Consumable workbooks ($5-$10 ea). |
| Workin’ with Tradition | Adults from Native American communities struggling with numerous issues, but preparing for employment, especially off reservation with non-Native employers. Applicable in school and community settings. | • Personal improvement/goal setting  
• Dynamics of conflict, reducing stress  
• Work & self-worth  
• Employer expectations  
• Self-management skills  
• Expressing concerns  
• Logical decision making | 12 lessons  
2.0 hours each  
Recommended:  
Class of 8-16 people  
2-3 lessons/week  
Over 4-6 week period  
Requires: Initial instructor certification. Consumable workbooks ($5-$10 ea). |

Contact Dr. Steve Parese (SBParese@aol.com) for other questions.