

# Virtual Instructor Training

Tuesday-Thursday

8:30AM -4:30PM Central

# “Makin’ It Work”

Instructor Certification in Soft Skills Training Program

Instructor Certification Seminar

# Sept 28-30, 2021

## Live via Zoom @ 8:30AM Central

Registration deadline Sept 17, 2021 or when filled

## Makin’ It Work

Makin’ It Work is a cognitive-behavioral soft skills training program designed to help formerly/currently incarcerated people prepare for successful employment by developing:

- (1) Awareness of personal thinking traps that may conflict with employers’ expectations.
- (2) Communication skills for difficult situations with coworkers & supervisors.
- (3) Problem solving skills to avoid assumptions and resolve conflicts.

**“Clear, concise and relevant to people who have struggled with criminal records and/or drug use and want to be successful in the workplace.”**

Vincent Feliciano, Jr., Recruiter/Advisor  
Northwest Indian College  
Bellingham, WA

## Instructor Certification

This 3-day online seminar provides all content knowledge, delivery skills, and instructional materials needed to successfully help people with criminal records master vital job-related soft skills.

\*Materials: Includes Trainer’s Manual, reproducible tests and warm-ups, PowerPoint drive, access to Trainer webpage, starter set of 10 Workbooks.

### † Are you working with other populations as well?

Ask about our 1-hour cross-training to deliver:

- “Workin’ It Out” for non-traditional job seekers
- “Learning to Work It Out” for multiple barriers
- “Beginning to Work It Out” for at-risk youth

## Registrant Information

Please print clearly

Date \_\_\_\_\_

Name 1: \_\_\_\_\_

Name 2: \_\_\_\_\_

Agency: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Daytime phone: (\_\_\_\_) \_\_\_\_\_

E-mail 1: \_\_\_\_\_

E-mail 2: \_\_\_\_\_

## Costs per person

**Registration Fee (\$825/person)** \$ \_\_\_\_\_

Teams of 2 or 3 recommended.

\$100/person discount for 5+ participants.

**\*Materials (\$0 /person)** **Included**

**TOTAL DUE** \$ \_\_\_\_\_

**Fax form to (336) 793-3049, or email to CAParese@aol.com.**

Please mail check payable to “SBP Consulting, Inc.” or  
Call Carolyn at 336-406-1283 for MC/Visa payment.

**Dr. Steve Parese SBP Consulting, Inc.**

PO Box 336 Danbury, NC 27016

office (336) 593-3533 fax (336) 793-3049

EIN: 56-2159451 SBParese@aol.com

Recommended teams of 2 or 3 instructors

Deadline: **Sept 17, 2021**

[www.WorkinItOut.com](http://www.WorkinItOut.com)

Fax form to: (336) 793-3049 or E-mail form to: CAParese@aol.com

## **FAQs about this VIRTUAL TRAINING**

To address the need for new instructors in the Workin' It Out programs during the COVID-19 pandemic, I have planned a "live via Zoom" VIRTUAL Instructor Certification Seminar in "Makin' It Work," our soft skills program for individuals who are currently or were previously incarcerated.

**WHEN?** The 3-day Instructor Certification Seminar is scheduled to begin at **8:30AM Central (9:30AM Eastern)**, with breaks throughout the day. Instructors must attend the **entire training** and be fully engaged to be certified. Please adjust demands on your time accordingly during training.

**VIRTUAL?** The training will be conducted using a **virtual approach**. We strongly recommend (but do not require) that each participant is paired with one or two others in local teams (i.e., 2-3 people per team) for the sake of discussions, activities, and teaching demonstrations.

The class itself will take place over Zoom, led by the author Dr. Steve Parese. Some classroom-based activities will be conducted in local teams to allow for in-person experiences. Each teaching team will be required to prepare and deliver a 50-minute virtual demonstration lesson to the rest of the class, after which they will receive supportive feedback from Dr. Parese and their classmates. At the conclusion of the course, each instructor may be required to pass an online multiple choice test with a minimum score to 80%, after which s/he will receive a signed certificate by e-mail.

**TECHNOLOGY?** Each trainer must have **his/her own** (1) Computer or tablet with a minimum 9" screen; (2) Built-in or USB camera; and (3) Wired or wireless headphones with microphone to avoid feedback or echo. Phones screens are NOT large enough to be effective.

Please do NOT plan to share personal computers, or to project a single computer onto a common screen. This makes it difficult to discern individuals or divide into virtual breakout groups, and almost impossible to hear. Individuals may be in a large common room as long as each has a personal headset and microphone to avoid the echo and squeal common to Zoom meetings.

**MATERIALS?** One week prior to the training, each new Instructor will receive a full set of instructional materials, including: one (1) Makin' It Work Trainer's Manual, one (1) Makin' It Work PowerPoint flash drive, and a starter set of ten (10) Makin' It Work Workbooks. (Additional workbooks for use with participants must be purchased directly from us.)

**COST?** **\$825/person**, including shipping of all materials listed one week prior to training. \$725/person with 5+ instructors.

**CROSS-TRAINING?** If you are working with a different population, such as at-risk youth or people with multiple barriers, and this curriculum isn't a perfect fit, we have a solution. After completing the Makin' It Work training, you may cross-train in an alternate version at **NO ADDITIONAL COST\***. Cross training requires 60-90 minutes per program, and will be completed within 48 hours of the initial training.

*\*Cross-training is free for those who wish an alternate version **INSTEAD** of Makin' It Work. If you wish to **ADD** other programs to your Makin' It Work certification, the cost is \$150/person/program, including basic materials.*