

CareerAbility Workshop Catalog



Summer

June 29, 2020 – September 4, 2020

CareerAbility

CareerAbility was founded to meet a vital element of Chapel Haven's mission: meaningful employment for Chapel Haven's students, as well as those in the community. CareerAbility's model incorporates a unique combination of vocational tools and best practices: **Pre-Vocational Skills, Career Exploration, Job Skill Development, and Employment Services.**

Virtual Offerings during the COVID-19 Pandemic

As the world is being advised to self-isolate and social distance, including many non-essential employers who remain closed to the public, we find it more important than ever to offer virtual workshops and webinars to those in the residence and in the community – allowing individuals to stay in their homes or meet in the community in small groups while they continue to enhance their professional development.

- Classes that will be offered virtually are marked with a computer symbol (💻). These classes are available to Chapel Haven Schleifer Center (CHSC) residential and community members, as well as the public. Individuals who are not enrolled in CHSC are encouraged to take part virtually as a first step to getting to know more about our services.
- Classes offered only to current CareerAbility clients are marked with a star symbol ★.
- In-person classes are designated with a hand symbol (👋). **This summer, these classes are only available to the community members of CHSC.** Students currently in the community will have an opportunity to attend in-person classes while adhering to PPE (personal protective equipment) protocols, hand washing, and social distancing rules. Students must wash their hands at the beginning of class and again when they return to their apartments. In person classes will be limited to 4 students or less.

If a Facilitator needs to miss a class, every effort will be made for a “substitute” teacher to cover the course as a first choice to programming. Alternatively, a make-up day will be allotted. There are no make-up days offered to students who miss a class. For some classes, late registration may be possible, however the full fee for the course applies.

Registering for the First Time

To enroll in CareerAbility workshops, individuals must participate in a brief intake process to ensure that they will benefit from our programming. In brief, some of the expected criteria include:

- 18 years of age or older (sorry, no exceptions)
- Meets the Chapel Haven Admissions criteria, if not a current CHSC student/client.
- Able to participate effectively in a group classroom environment without individual support, including the use of technology. Has an email & laptop or i-Pad for personal use.
- Does not require direct supervision or pose a danger to self or others.

Registration appointments are required for anyone registering for CareerAbility for the first time. A few important notes regarding registration appointments:

- Registration sessions are required only for individuals new to the CareerAbility program at Chapel Haven Schleifer Center. If you have taken workshops with us before or you are currently receiving other services from CHSC, you may not need to attend registration. You may simply complete the workshop enrollment sheet and drop it off/email it.
- Please keep in mind that CHSC students receive priority enrollment. Following their registrations, requests are processed on a first-come, first-serve basis.

You must sign up by June 24th if you wish to take part in the full series. Please email Karin Frodel at kfrodel@chapelhaven.org to register, to schedule a registration session, or for additional information.



Job Club

Monday: 10:00 – 11:00 am (Mondays, June 29th – August 31st)

Location: Virtual via Zoom

Facilitator: Dan DeRose, Business & Community Relations Specialist

Cost: \$90, or included as part of Employment Services

Description: Looking for work and navigating career challenges are made easier when you're not alone. CareerAbility's job club is rooted in the belief that every individual has something valuable to contribute and that everyone benefits from the advice and encouragement from a diverse group dynamic. To support your job search, we'll provide the basic tools to get you started and keep you motivated along the way. This includes discussion topics to facilitate a healthy give and take among attendees. Members will discuss and swap job leads, offer feedback, conduct mock interviews, tackle challenges, and encourage one another's weekly success. Participants should leave this workshop with an understanding of how to find and apply for a variety of job openings and with suggestions for their current resume. Members are responsible for actively searching for/applying for jobs, crafting tailored application materials, and preparing for interviews. Each week attendees will update the group on his/her *self-directed* job search progress and end each meeting with a commitment to address specific tasks during the week ahead. There's no shortage of content to discuss. After registering, it is recommended that participants begin by having their résumé reviewed by emailing a copy of it to dderose@chapelhaven.org with the subject: Résumé Critique.



Workplace Forums - Webinars

Wednesday: 2:00 – 3:00 pm (Wednesdays July 1 – September 2)

Location: Virtual via Zoom

Facilitator(s): Sarah Elsdon, Career Development Advisor; Kaitlyn Salisbury, Lead Career Transition Specialist

Cost: \$90 for the full series, or included as part of Employment Services

Description: In these career development webinars, content will focus on your career abilities. Learn more about employability skills and how best to equip yourself for the world of work. These weekly webinars take a deep dive into the crucial 'soft skills' or '21st century skills' that we call Personal and Social Capabilities. Workplace Forums include, but are not limited to:

- Self-Advocacy
- Understanding Your Rights, Disclosure & Accommodations in the Workplace
- Dress to Impress
- Video Conferencing Etiquette
- Starting a New Job
- Soft Skills in the Workplace Part One & Soft Skills in the Workplace Part Two
- Keeping a Job
- Your Professional Profile



Career Advisement

1 hour sessions; By Appointment

Location: Virtual; 1 hour appointment

Facilitator: Sarah Elsdon, Career Development Advisor

Cost: \$85/hr (by appointment); Offered to all and accessed through Zoom.

Our Career Development Advisor is deeply committed to helping individuals identify career pathways for meaningful employment. Clients can engage in one to one career advisement sessions to discuss strategies for current or future success in job placement. Monthly Fees can also be discussed. Topics for career advisement sessions include:

- Identifying your strengths and interest areas;
- Exploring possible career paths;
- Creating, expanding, and managing your own network of personal career advisors;
- Making career-related decisions.



Virtual Job Coaching

1 hour sessions; By Appointment

Facilitator: Kaitlyn Salisbury, Lead Career Transition Specialist

Location: Virtual; 1 hour appointment (Zoom, Phone, Facetime, or Google Hangouts)

Cost: \$85/hr (by appointment); Offered to all working adults and accessed through Zoom.

Description: Are you working but need support talking through career related concerns about your job or work day? Are you anxious about your return to work after time away due to COVID-19? CareerAbility offers Virtual Job Coaching support to employed adults by providing support and career tutorials to facilitate your success on the job. This takes place through virtual instruction to support generalization of skills. Job coaching strategies are offered within a safe environment, providing off site job anonymity, allowing you to focus on what matters most during career coaching conversations with comfortability and convenience. Offered to all who are working and accessed through Zoom. On Site support and Monthly Fees can also be discussed.



Career Advisement Group – Employment Services

Tuesdays: 10:00 am – 11:00 am (June 30th – September 1st)

Location: Virtual via Zoom

Facilitator: Sarah Elsdon, Career Development Advisor

Cost: Included as part of Employment Services

Description: Meet weekly with CareerAbility's Career Development Advisor to discuss progress on your career plan, talk through questions, and develop strategies as we work towards your employment goals. Sessions will be held virtually at this time.

**CareerAbility Gardens - Cultivating Skills**

Time: Tuesdays, 9:00 – 10:00 am (June 30th – September 1st)

Location: 34 Emerson Street/Westville

Cost: \$130 (Participants must bring water bottle, face mask, and gardening gloves)

Facilitator: Sue Snowden, Work-Based Learning Specialist

4 Student Maximum

Gardening can be ripe with learning opportunities. Join our living classroom in this pre-vocational program that introduces adults to the competitive horticulture job market.

Agriculture is a highly sought after career cluster and hobby. Participants will learn to use hand tools for gardening and will be exposed to farming, landscaping, and employability skills.

Working alongside a Work-Based Learning Specialist, we offer a unique learning experience on planning and tending to a garden, knowing the right time to harvest, and we will visit farms and landscaping sites for additional ideas and skills. The skills learned in this program aren't just for work. Participants will be able to use their skills at home in their own gardens, and even have the opportunity to grow their own house plants and kitchen herbs. When designing a garden, just like planning a career, participants need to think about strengths, interests, time management, and available resources. They learn planning and that things may not always work out as expected. Gardening can help people feel like they can take action, accomplish something, and see a positive result. You need to plant seeds in fertile soil just as you need to create a healthy environment for planning a career.

**CareerAbility Bikes!**

Time: Thursdays, 9:30 – 11:00 am (July 2nd – September 3rd)

Location: 34 Emerson Street/Westville

Cost: \$130 (participants must bring their own bike & helmet, water bottle, and face mask)

Facilitator: Adam Ursone, Work-Based Learning Specialist

4 Student Maximum

With this program, every student will develop a solid foundation of biking skills, whether they are a seasoned rider or have never been on a bike. Riding a bike provides an affordable and environmentally friendly transportation option to/from work, and Westville offers numerous opportunities for employment and recreation. Students will learn to bike to these locations such as a variety of nearby employers, the library, bank, UArts, Westville Village, skate park, and local eateries. CareerAbility Bikes! will also teach the basics of bicycle mechanic curriculum, exposing individuals to a careers using these skills. Students will be able to identify and use hand tools for basic bicycle maintenance and repair. This program offers circle time sharing, lessons on safe riding skills, and focuses on non-bicycle interpersonal skills, including goal planning, community safety, life skills, and pre-vocational training. Participants will practice responsible personal and social behavior that respects self and others.

**Money Smart**

Time: Wednesdays, 1:00 – 2:00 pm (July 1st – September 2nd)

Location: Virtual via Zoom

Cost: \$90

Facilitator: Joe Granito, Work-Based Learning Specialist

Receiving your first paycheck is exciting! But what happens next? In this one-hour virtual class, individuals will learn to manage their money, work within a budget and savings money, and gain a basic understanding of credit. Using the principles of the FDIC's *Money Smart* financial education program, students can enhance their financial skills and create positive banking relationships as they learn *Money Smart* tools and strategies. First released in 2001 and regularly updated since then, *Money Smart* has a long track record of success. Within CareerAbility's *Money Smart* course, learn the fundamentals of financial awareness, including:

- 1) Building Your Financial Future: Employment – The Economic Driver
- 2) You Can Bank On It – Your Spending and Savings Plan, Budgeting
- 3) Borrowing Basics: Credit Reports & Scores, Managing Debt
- 4) Financial Preparation & Insurance
- 5) Investing
- 6) Protecting Your Identity & Assets

**Oh, the Places You Will Go – Career Pathways**

Time: Tuesdays, 1:00 – 2:00 pm (June 30th – September 1st)

Location: Combination of Virtual & Community Based

Cost: \$140

Facilitator: Bill Angier, Special Education Instructor

4 Person Max for Community Based Content, can rotate group

Students will experience Career Pathways over a ten-week period in what resembles the methodical story in the Dr. Seuss book “Oh the Places You’ll Go”. The main character in this book goes to happy places where the boom bands are playing, lonely places, creepy places and the infamous waiting place. Despite all the places he has been on his journey, “Today he is Off to Great Places!” All students at Chapel Haven will have the ability to reach their full potential. Forward thinking and resiliency will guide them through many places. Within this course, learn the fundamentals of career pathways, including:

Weeks One – Four:

- My Journey Begins – Overview of Career Clusters & Career Pathways
- Career Related Life Skills Activities – Community Based Employer Scavenger Hunt
- What is O*NET?
- Employment Success Standards
- Career Interest Assessments, Myers Briggs, SMART Goals
- Visual Resumes

- Introduction to IT
- Visual Resumes
- Public Speaking/Interviewing Skills

Weeks Five – Eight:

- The Standards: My Standards, Employer Standards
- Making it on the Job
- Speaker Series
- What are my Transferable Skills?
- Occupational Research
- Social Media Footprint
- Community Based Project

Weeks Nine – Ten:

- The Career the Fits
- Student Presentation Project
- Visual Resumes