



# Refocus Roadmap

## Social Services in a Box

<b>Content Areas</b>	40 Common Pain Points   Basic Needs   Mental Health   Job   Finances   Etc.
<b>Audience</b>	Everyone
<b># Modules</b>	10 Total
<b>Instructional Time</b>	:90 Minutes Each 15 Hours Total
<b>Format</b>	Video Lectures   Trifold Kit   Discussion Questions
<b>Availability</b>	DVD   Online



Need for a...

User Friendly

Relevant

Timely

Actionable

Transportable

...Approach

# How It Works



1 Watch a video topic



3 Organize completed cards into "to do" groupings for:

- Now
- Weeks 1-8
- Journaling

4 Store cards in a tri-fold kit for ongoing reference & use

5 Use visual timeline, activity cards, and over 100 web resources to get on the right path!

2 Carefully read & complete activity cards related to the video topic:

**Activity Card Template:**

**FRONT OF CARD**

**Name of Activity** **Key Question**

Do you have a safe place to live? ☐ Yes ☐ No

☐ Research housing online and in person. Determine if you will live with family/friends, in transitional housing, or in your own place (with a positive, supportive roommate, if financially necessary)

☐ Determine if you can afford monthly rent. Usually, your income is required to be at least 2X rent, or higher if you have a co-signer on the lease

☐ Be sure the housing is safe, affordable, and has good access to public transportation (if you do not have a vehicle or car pool plan)

☐ Begin saving as soon as possible to cover initial costs (deposits, furniture etc.)

**Action Steps** **Time Period & Video Topic**

**BACK OF CARD**

**Personal Support**

☐ I will live: ☐ With family/friend ☐ In temporary or transitional housing ☐ In my own place

☐ Housing name/address/phone: \_\_\_\_\_

☐ Monthly cost of rent: \$ \_\_\_\_\_ Security deposit & fees: \$ \_\_\_\_\_

☐ Roommate checklist: ☐ Honest ☐ Positive ☐ Drug free ☐ Reliable ☐ Friendly ☐ Neat & clean

**Activity Difficulty** **Personal Support**

## ACTIVITY CARD TOPICS

- Housing
- Key Documents
- Transportation
- Legal Situations
- Clothes
- Personal Care
- Daily Routine
- Communication
- Mail & Paperwork
- Food Assistance
- Strengths
- Skills
- Using Assets
- Goals
- Mental Diagnosis
- Supervision
- Medication
- Stressors
- Trusted Advisor
- Family & Friends

- Spiritual Growth
- Healthy Habits
- Health Insurance
- Healthy Recreation
- Exercise Routine
- Credentials
- Skill Development
- Student Aid
- Job Search Prep
- Look for Work
- Work Readiness
- Work Commute
- Work Mentor
- Benefits
- Enrollment
- Personal Budget
- Banking
- Debt Repayment
- Child Relationship
- Childcare
- Child Support



# Flexible Delivery Model



## Phase 1

(Plan the Work)



**All Classroom**  
Regular Stay

**Mixed Model**  
Early Depart

**All Online**  
Quick or No Stay

## Phase 2

(Work the Plan)



**Family Engagement**



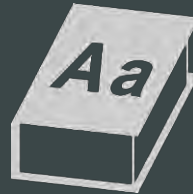
**Aftercare Workshops**



# Goals for Instruction

All Topics  
at a  
7<sup>th</sup> Grade  
Level

Vocabulary



Basic Process

Take-Aways



# Class Sessions



## 90- Minute Class Flow

:05	Introduction
:10	Video Segment 1
:10	Discussion Questions
:10	Video Segment 2
:10	Discussion Questions
:10	Quiz
:30	Activity
:05	Transitions

Anyone  
Can  
Facilitate

**Instructor Prep Guide**

**Unit Description:**

Thinking shapes our actions. Being able to use critical thinking skills is very important. You need to learn how to think about your thinking, understand how to approach information or a problem in a logical fashion, and process it accordingly. You need to learn how to think through difficult situations. This unit addresses topics related to:

- Errors in our thinking
- The impact of beliefs
- How to control your thoughts and feelings
- How to build positive habits

**Unit Materials:**

The materials for this unit that the students will need are:

- 4 decks of playing cards

**Context and Setup:**

**Historical:**

The discipline of critical thinking has its roots in the ancient world. Socrates, who established the concept of critical thinking, emphasized the importance of questioning and reasoning. This gave rise to the technique referred to as "The Socratic Method," which is a form of inquiry and dialogue that involves asking and answering questions to stimulate critical thinking and illuminate ideas.

**Social:**

The purpose of the Socratic Method is to help people to answer their own questions. Critical thinking involves suspending judgment and questioning topics from a "point of view." With an emphasis on dialogue and examination of someone's claims, the method expects to reveal a contradiction or inconsistency among those claims, revealing the weaknesses in an argument.

**Success Traits:**

The success traits are:

- Creating Your Future
- Getting a Fresh Start
- Developing a Plan
- Making Smart Decisions
- Asking for Help
- Knowing your limits
- Thinking critically
- Using the power of your words
- Building Resilience
- Dealing with Failure
- Finding Purpose
- Helping others

**Think Back ...**

How did it make you feel?

Did you act on those feelings?

Did your actions cause new problems?

# Video Topics



<b>Get on Your Feet</b>	Look at important docs, basic healthcare and support, housing, legal situations, and transportation. “Proactive” is the key word here!
<b>Life Admin</b>	There are dozens of little things to manage in our day-to-day lives: Communication, paperwork, personal grooming, and more.
<b>Strengths</b>	Oftentimes, society focuses on our weaknesses. Not here. Inventory your character strengths and skills, then use those assets to achieve goals.
<b>Mental Health</b>	Understand the basics of diagnosis, supervision & support, medication management, and dealing with common stressors.
<b>Social Health</b>	Positive relationships give us security, along with comradery, problem solving assistance, and new perspectives.
<b>Physical Health</b>	Develop healthy habits like eating smart and following an exercise routine. Avoid negative behaviors like smoking and social media addiction.
<b>Learn to Earn</b>	Learn how additional skills can help create a better future, how to explore careers and how to make wise decisions about school.
<b>Jumpstart Career</b>	Understand how to – prospect, apply, interview, assess, and accept – a job. Then, succeed at work and keep that job once you have it.
<b>Financial Focus</b>	Learn how to create a budget, use a bank, and how to deal with debt.
<b>Care for Children</b>	The realities of child support, affordable child care, and basic parenting truths.

# 40 Activity Cards



- Housing
- Key Documents
- Transportation
- Legal Situations
- Clothes
- Personal Care
- Daily Routine
- Communication
- Mail & Paperwork
- Food Assistance

- Strengths
- Skills
- Using Assets
- Goals
- Mental Diagnosis
- Supervision
- Medication
- Stressors
- Trusted Advisor
- Family & Friends

- Spiritual Growth
- Healthy Habits
- Health Insurance
- Healthy Recreation
- Exercise Routine
- Credentials
- Skill Development
- Student Aid
- Job Search Prep
- Look for Work

- Work Readiness
- Work Commute
- Work Mentor
- Benefits Enrollment
- Personal Budget
- Banking
- Debt Repayment
- Child Relationship
- Childcare
- Child Support





Video Topics &  
Activity Cards

# On a Timeline

	NOW	WEEKS 1-2	WEEKS 3-4	WEEKS 5-6	WEEKS 7-8+	JOURNALING	
 1. Get on Your Feet	Housing					Journal #1	
		Key Documents					
		Transportation					
 2. Life Admin	Groceries		Legal Situations			Journal #2	
		Personal Care					
		Daily Routine					
		Communication					
	 3. Strengths	Strengths			Mail & Paperwork		
Skills							
		Using Assets		Goals			
 4. Mental Health	Diagnosis					Journal #4	
	Supervision & Support						
	Medications						
 5. Social Health			Stressors			Journal #5	
	Trusted Advisor						
		Family & Friends					Spiritual Growth
 6. Physical Health	Food Assistance					Journal #6	
			Healthy Habits				
				Health Insurance			
 7. Learn to Earn			Healthy Recreation			Journal #7	
		Credentials		Exercise Routine			
				Skill Development			
 8. Jumpstart Career				Student Aid		Journal #8	
		Job Search Prep					
			Look for Work				
			Work Readiness				
				Work Commute			Work Mentor
 9. Financial Focus		Benefits Enrollment				Journal #9	
			Personal Budget				
			Banking				
 10. Care for Children		Child Relationship				Journal #10	
			Childcare				
			Child Support				

# In a Coupon Book



Do you have a birth certificate, social security card, and valid license/ID? ☐ Yes ☐ No

**Key Documents**

- ☐ Locate your original birth certificate, social security card, and license
- ☐ Get copies of these documents to have for reference, if able
- ☐ If docs are missing or invalid, begin the replacement process:
  - Birth Certificate: Google "CDC Vital Records" to find State-specific resources
  - Social Security Card: Visit [ssa.gov/ssnumber](https://ssa.gov/ssnumber) to obtain a replacement card
  - State ID or Driver's License: Visit your State's DMV website. Ask about residential address waivers if recently released from prison or homeless
- ☐ Complete legal name-change, if applicable (married/divorced/annulled)

**Key Documents**

1  
GET ON YOUR FEET  
WEEKS 1-2



# Ask Simple Questions

Do you have a reliable ride from this facility to housing?

☐ Yes ☐ No

## YES

- Definite pick-up person identified
- Taxi as backup



## NO

- Unsure
- No one is going to pick me up

# Problem Solving



**Name of Activity** **Key Question**

**FRONT OF CARD**

**Housing**

Do you have a safe place to live? ☐ Yes ☐ No

- ☐ Research housing online and in person. Determine if you will live with family/friends, in transitional housing, or in your own place (with a positive, supportive roommate, if financially necessary)
- ☐ Determine if you can afford monthly rent. Usually, your income is required to be at least 3X rent, or higher if you have a co-signer on the lease
- ☐ Be sure the housing is safe, affordable, and has good access to public transportation (if you do not have a vehicle or car pool plan)
- ☐ Begin saving *as soon as possible* to cover initial costs (deposits, furniture etc.)

**2**  
**GET ON YOUR FEET**  
**NOW**

**Action Steps** **Time Period & Video Topic**

**BACK OF CARD**

**Housing**

**Personal Support**

☐ I will live: ☐ With family/friend ☐ In temporary or transitional housing ☐ In my own place

WARNING: If you have a felony conviction, be sure landlord or tenant allows you to stay. Don't get family/friends in trouble!

☐ Housing name/address/phone: \_\_\_\_\_

☐ Monthly cost of rent: \$\_\_\_\_\_ Security deposit & fees: \$\_\_\_\_\_

☐ Roommate checklist: ☐ Honest ☐ Positive influence ☐ Drug free ☐ Reliable income ☐ Friendly ☐ Neat & clean

**DIFFICULTY: Complex**

**Activity Difficulty** **Personal Support**

# Journaling Skills




Throughout the Refocus Roadmap, participants work on short journaling exercises. These help to:


- Develop a journaling habit
- Address pressing concerns
- Establish a baseline
- Track progress over time


Journal #1


**Develop a habit of journaling by following the prompts on the front and back of this card.**


☐ How I am feeling today (circle all that apply):


  
Happy

  
Sad

  
Surprised




  
Fearful

  
Angry

  
Frustrated

☐ Overall, I would say things in my life are (circle one):

Why? \_\_\_\_\_

 Improving
  The Same
  Worse

Why I feel this way: \_\_\_\_\_

5

JOURNAL

Date:

**Continue journaling in a notebook everyday, using this card as a guide...**

☐ My biggest concern right now is: \_\_\_\_\_

\_\_\_\_\_

☐ I can address this concern by: \_\_\_\_\_

\_\_\_\_\_

☐ One thing I am grateful for today: \_\_\_\_\_

Journal #1



# Prioritizing Actions



**Tear out  
the cards**



**Sort them into piles  
by time period**



- Housing
- Clothes
- Strengths
- Skills
- Supervision & Support
- Medications
- Trusted Advisor
- Food Assistance

**2** **NOW**  
**GET ON YOUR FEET**

life plan to live? ☐ Yes ☐ No

housing online and in person. Determine if you will live with roommate, in transitional housing, or in your own place (with a positive, affordable, financially necessary)

you can afford monthly rent. Usually, your income is required to be 3X rent, or higher if you have a co-signer on the lease

housing is safe, affordable, and has good access to public transportation (if you do not have a vehicle or car pool plan)

as soon as possible to cover initial costs (deposits, furniture, etc.)

**NOW**

- Key Docs
- Transportation
- Personal Care
- Daily Routine
- Family & Friends
- Healthy Habits
- Benefits Enrollment
- Child Relationship

## Key Documents

**1** WEEKS 1-2  
GET ON YOUR FEET

**No** **Yes**

Birth certificate, social security card, and valid license/ID? ☐ ☐

original birth certificate, social security card, and license/ID of these documents to have for reference, if able

missing or invalid, begin the replacement process:

• Birth certificate: Google "CDC Vital Records" to find state's specific resources  
• Social Security Card: Visit [ssa.ssa.gov/stameter](http://ssa.ssa.gov/stameter) to obtain a replacement card  
• Driver's License: Visit your state's DMV website. Ask about residential exchange if recently relocated from prison or homeless  
• Legal name change, if applicable (married/divorced/annulled)

WEEKS 1-2

- Legal Situations
- Using Assets
- Stressors
- Health Insurance
- Healthy Recreation
- Credentials
- Job Search Prep
- Childcare

**Health Insurance**

**With insurance coverage?** ☐ Yes ☐ No

**27 WEEKS 3-4**  
**PHYSICAL HEALTH**

Can you apply to review and select a health insurance plan, if you qualify?  
If so, can you apply directly through the [healthcare.gov](http://healthcare.gov) website  
after applying, visit [localhealthcare.gov](http://localhealthcare.gov)  
Factors on your plan and schedule check-ups or follow-ups as soon as  
you write down the appointment date, time, and location  
Can you add more money for the monthly insurance premiums, and for  
costs like deductibles and co-pays  
Can you get personal care plans, including health history and conditions

### WEEKS 3-4

- Mail & Paperwork
- Banking
- Look for Work
- Debt Repayment
- Work Readiness
- Child Support
- Personal Budget

**Look for Work**

**WEEKS 5-6**

**HUMPSTAIR CAREER**

**37** **Yes** **No**

**Job or a signed employment offer?**

Research services in your local area by visiting this website:

**name/location**

Use job search by finalizing your résumé using key details from it to find you profiles on a few major job board websites

System for tracking leads, like a notebook, and begin the job search:

Down to: Name of company, website, contact person, phone, date of last contact, date of next contact, status [prospected/paid/ interview/has offer/accepted/lead end]

the minimum wage [projected/paid your bills (see Budget activity card)]

WEEKS 5-6

- Goals
- Spiritual Growth
- Exercise Routine
- Skill Development
- Student Aid
- Work Commute
- Work Mentor

Goals		WEEKS 7-8+ STRENGTHEN	
Yes	No		
<p><b>12</b> <b>H.A.R.T. goals for your home/work/social life?</b></p> <p><b>Areas of your life and consider/change to make over 3 to 8 months:</b></p> <p><b>Goals:</b> May include developing your relationships with a spouse, child, or other family member; may include growing your business; may include growing your home.</p> <p>Goals may include growth in an existing career, developing better relationships with your co-workers, or changes in your career direction</p> <p>Goals may include changing the kinds of people you spend time with. Finding out, developing/strengthening existing friend relationships</p> <p>Goals may include developing new relationships</p>			

WEEKS 7-8+

Journaling

Journaling is a powerful tool for self-reflection and personal growth. It allows you to explore your thoughts, feelings, and experiences in a structured and meaningful way. By writing down your thoughts and feelings, you can gain a deeper understanding of yourself and your world. Journaling can also help you to identify patterns in your behavior and emotions, and to develop strategies for managing stress and improving your mental health.

**Journaling Prompts**

Journaling prompts are questions or statements that help you to explore your thoughts and feelings. They can be used to guide your journaling practice and to help you to focus on specific topics. Here are some examples of journaling prompts:

- What are you grateful for today?
- What are your thoughts and feelings about the day?
- What are your goals for the future?
- What are your dreams and aspirations?
- What are your fears and anxieties?
- What are your strengths and weaknesses?
- What are your values and beliefs?
- What are your hopes and wishes?
- What are your regrets and mistakes?
- What are your joys and pleasures?

**Journaling Techniques**

Journaling techniques are methods or styles of writing that can be used to enhance your journaling practice. Here are some examples of journaling techniques:

- Free writing:** Writing continuously without stopping to think or edit.
- Stream of consciousness:** Writing down whatever comes into your mind, without any structure or organization.
- Journaling with prompts:** Using prompts to guide your writing.
- Journaling with a theme:** Focusing on a specific topic or theme.
- Journaling with a goal:** Writing with a specific purpose or goal in mind.
- Journaling with a partner:** Writing with a friend or partner.
- Journaling with a journal:** Using a dedicated journal for your writing.
- Journaling with a notebook:** Using a notebook for your writing.
- Journaling with a pen:** Using a pen for your writing.
- Journaling with a pencil:** Using a pencil for your writing.

**Journaling Benefits**

Journaling has many benefits for your mental and emotional health. Here are some examples of journaling benefits:

- Improved self-awareness:** Journaling helps you to understand yourself better and to identify your strengths and weaknesses.
- Reduced stress and anxiety:** Journaling can help you to manage stress and anxiety by providing a safe space to express your feelings.
- Improved mood:** Journaling can help you to improve your mood by focusing on the positive aspects of your life.
- Increased productivity:** Journaling can help you to increase your productivity by providing a clear plan of action.
- Enhanced creativity:** Journaling can help you to enhance your creativity by providing a space to explore your ideas.
- Improved relationships:** Journaling can help you to improve your relationships by providing a better understanding of yourself and others.
- Increased resilience:** Journaling can help you to increase your resilience by providing a way to cope with challenges.
- Improved decision-making:** Journaling can help you to improve your decision-making by providing a clear perspective on your options.
- Enhanced self-discipline:** Journaling can help you to enhance your self-discipline by providing a way to stay focused on your goals.
- Improved overall well-being:** Journaling can help you to improve your overall well-being by providing a way to live a more meaningful and fulfilling life.

**Journaling Tips**

Here are some tips for journaling effectively:

- Choose a journal:** Select a journal that you like and that is easy to carry around.
- Set a time:** Choose a specific time each day to journal.
- Find a quiet place:** Find a quiet place where you can journal without distractions.
- Use prompts:** Use prompts to guide your writing.
- Write freely:** Write without worrying about grammar or spelling.
- Be honest:** Be honest in your writing and don't censor yourself.
- Keep it private:** Keep your journal private and secure.
- Review your journal:** Review your journal regularly to see how you are progressing.
- Be consistent:** Journaling regularly is key to seeing the benefits.
- Have fun:** Journaling should be a fun and enjoyable experience.

**Journaling Examples**

Here are some examples of journaling entries:

**Example 1:**

Today was a great day! I went for a walk in the park and saw some beautiful flowers. I also had a picnic under a big tree. I felt so happy and relaxed. I am grateful for this day and all the things I have in my life.

**Example 2:**

I had a difficult day today. I was stressed and anxious about my work. I felt like I was not doing enough. I was also worried about my future. I need to take a break and relax. I am going to go to bed early tonight and try to wake up feeling refreshed.

**Example 3:**

I had a great conversation with my friend today. We talked about our lives and our dreams. I realized that I am not alone in my struggles. We both have a lot of things going on, but we are also both very resilient. I am inspired by my friend and motivated to keep going.

**Example 4:**

I had a moment of clarity today. I realized that I am not who I thought I was. I am not perfect, but I am also not a failure. I am a human being with flaws and strengths. I am going to embrace who I am and live my life to the fullest.

**Example 5:**

I had a great idea today! I was thinking about my business and I came up with a new product. I am excited about this idea and I am going to start working on it right away. I believe this product will be a success and it will help me to grow my business.

**Example 6:**

I had a great workout today! I went to the gym and did some cardio and strength training. I felt so energized and accomplished. I am proud of myself for pushing myself and for achieving my goals. I am going to keep up my workout routine and stay healthy.

**Example 7:**

I had a great meal today! I cooked a delicious dinner for myself and my family. We all enjoyed it and it was a great bonding experience. I am grateful for my family and for the food I ate. I am going to keep cooking and trying new recipes.

**Example 8:**

I had a great day today! I went to work and did a great job. I received a compliment from my boss and I felt so proud. I am happy to be part of a team and to contribute to the success of the company. I am going to keep working hard and striving for excellence.

**Example 9:**

I had a great day today! I went to school and did well on my tests. I received a good grade and I felt so accomplished. I am proud of myself for studying hard and for achieving my goals. I am going to keep studying and working hard.

**Example 10:**

I had a great day today! I went to the beach and enjoyed the sun and the sand. I also had a picnic and I felt so happy. I am grateful for this day and all the things I have in my life. I am going to keep enjoying life and making the most of every moment.

## JOURNALING

# Resources for the Road



START AT <a href="http://REFOCUSHELP.COM">REFOCUSHELP.COM</a> FOR STATE/COUNTY RESOURCES, A REFOCUS CHECKLIST, & AN INTERACTIVE VERSION OF THE INFO BELOW				
BASIC SURVIVAL	HEALTH CARE & INSURANCE	JOB SEARCH PREP	EDUCATION	
salvationarmyusa.org (clothing & food)	medicaid.gov (health insurance)	files.consumerfinance.gov/201304/cfpb_list-of-consumer-reporting-companies.pdf (credit & employment screening)	godtestingservice.com/testers/locate-a-prep-center (god testing)	
foodbankamerica.org/find-your-local-foodbank (local food bank)	healthcare.gov (health insurance)	www.bls.gov/osh (career research)	owl.purdue.edu/site_map.html (writing skills)	
nl.lamapower.com (housing, healthcare)	findahealthcenter.hrsa.gov (healthcare)	glmsdoor.com (career research)	nces.ed.gov/collegenavigator (college research)	
nl.shake.net (ex-offender reentry)	balancednutrition.org (balanced nutrition)	entrepreneurship.org (small business)	studentaid.ed.gov/sa/types (school aid)	
freeclinics.com (free or reduced cost medical care)	womenshealth.gov (women's health)	careeronestop.org/askit/careers/interest-assessment-questions.aspx (career interest assessment)	studentloan.gov/mydirectloan/index.action (status of loan debt)	
MENTAL HEALTH & ADDICTION	INCOME ASSISTANCE	salary calculator	MONEY MANAGEMENT	
mind.org.uk/information-support/types-of-mental-health-problems/ (excellent guides to mental health issues)	af.hhs.gov/program/ofa/help (income assistance)	livecareer.com (salary prep)	mint.com (budgeting tools)	
seal.org (substance abuse & mental health)	benefits.gov (low income benefits)	www.careeronestop.org/jobsearch (search prep)	annualcreditreport.com/index.action (credit report)	
sa.hhs.gov/find-hdp (local treatment locator)	ssa.gov/disability (social security disability)	goodjobs.com (ex-offender federal bonding program)	irs.treasury.gov/freetaxprep (free tax help)	
sa.org/pages/en_us/find-local-sa (alcoholics anon)	ssa.gov/disability/ssdi.html (supplemental income)	visiapro.com (low cost business cards)	teofinancialliteracy.org (money education)	
sa.org/meetingsearch (narcotics anon)	careeronestop.org/employment/unemploymentbenefits.html (unemployment benefits)	marketplace.org (business news)	livingwage.mit.edu (living wage info)	
smokefree.gov (quit smoking)	TRANSPORTATION	JOB SEARCH TOOLS	FAMILY & CHILDREN	
suicidepreventionlifeline.org (suicide prevention)	mta.com/resources/links/pages/default.aspx (mass transit info)	apprenticeship.gov (paid apprentice)	youth.gov/youth-topics (parenting resources)	
KEY DOCUMENTS	ride.lyft.com (rideshare provider)	hirenetwork.org (ex-offenders)	childcare.gov (childcare)	
ssa.gov/topics (vital records & birth abroad)	nationalrtap.org/findanything/appendix/c/state-transit-associations (rural transit assistance)	simplyhired.com (job board)	child-encyclopedia.com/alphabetical-index (child development info)	
cdc.gov/nchs/wed/index.htm (birth certificate)	LEGAL AID	jobs.livecareer.com (job board)	crccf.cadmn.rutgers.edu (children of incarcerated)	
msd.ed.gov/about/contacts/state/index.html (high school diploma)	eeo.gov/employees/howtofile.cfm (employment legal aid)	dicor.com (job board)	healthymarriageandfamilies.org/virtual-training-center (family success courses)	
gnd.com/life_after_gnd/ (gnd diploma)	aeaf.gov/nll/resources/1stayer.html (indian legal help)	ss-jobs (job board)	RECREATION	
travel.state.gov (passports)	af.hhs.gov/program/csr/resources/state-and-tribal-child-support-agency-contacts (child support office)	careerbuilder.com (job board)	rid-recreation.gov (parks & recreation)	
aa.org/motor-vehicle-services (photo id/MV)	hs.gov/what-legal-aid/find-legal-aid-hirenetwork.org/clearhouse (legal aid)	indeed.com (job board)	avca.org (recreational programs)	
www.bop.gov/foia/00361.pdf (records release)	findlaw.com (legal research)	monster.com (job board)	nationalservice.gov (volunteer resource)	
ssa.gov/ssnumber (ss number)	FOOD ASSISTANCE	goodwill.org/find-jobs-and-services/ (job board)	SHOPPING & ENTERTAINMENT	
	www.fns.usda.gov/wfp/ (food assistance)	careeronestop.org/localhelp/local-help.aspx (job center finder)	netflix.com (pay movie/tv)	
	www.fns.usda.gov/tspaf/diligibility-and-how-apply (food assistance)	linkedin.com (networking)	play.google.com/music/ (free music)	
	www.fns.usda.gov/cfp/diligibility-how-apply (food assistance)	VETERAN ASSISTANCE	youtube.com (free videos)	
	TECH IN DAILY LIFE	archives.gov/veterans/military-service-records (discharge papers)	ebay.com (selling things)	
	mail.google.com (email)	va.gov/homeless/index.asp (homeless vets)	amazon.com (shopping)	
	maps.google.com (maps)	benefits.va.gov/benefits (housing support)	consumerreports.org (consumer reviews)	
	wikipedia.com (research)	va.gov/directory/guide/home.asp (va locations)	SAFE & SECURE ONLINE	
	google.com (search engine)	benefits.va.gov/gibill/index.asp (vet education)	lastpass.com (free password manager)	
	api.google.com (writing, slides, excel, etc.)	dol.gov/vets (vet employment)	identitythief.gov (identity theft recovery)	
	fitnessblender.com (free workout videos)	myhealth.va.gov (vet healthcare)	microsoft.com/en-us/safety/ (protecting online identity)	
	lifelinesupport.org (reduced cost phone & internet)	www.ptsd.va.gov (PTSD support)	nationalcaac.org/internet-safety-tips/ (internet safety tips)	

FREE INTERNET ACCESS  
AT THE PUBLIC LIBRARY

Complete a library card application in person at your local library.  
Current photo I.D. and proof of current residential address required.  
NOTE: Type websites above exactly as listed and then explore!  
Use [www.google.com](http://www.google.com) to search for other resources as needed.



Over 100 web resources  
(can be state-specific if  
desired).

Web links also at:

**REFOCUS**  
**HELP**.COM  
a service of  
Acceleron Learning





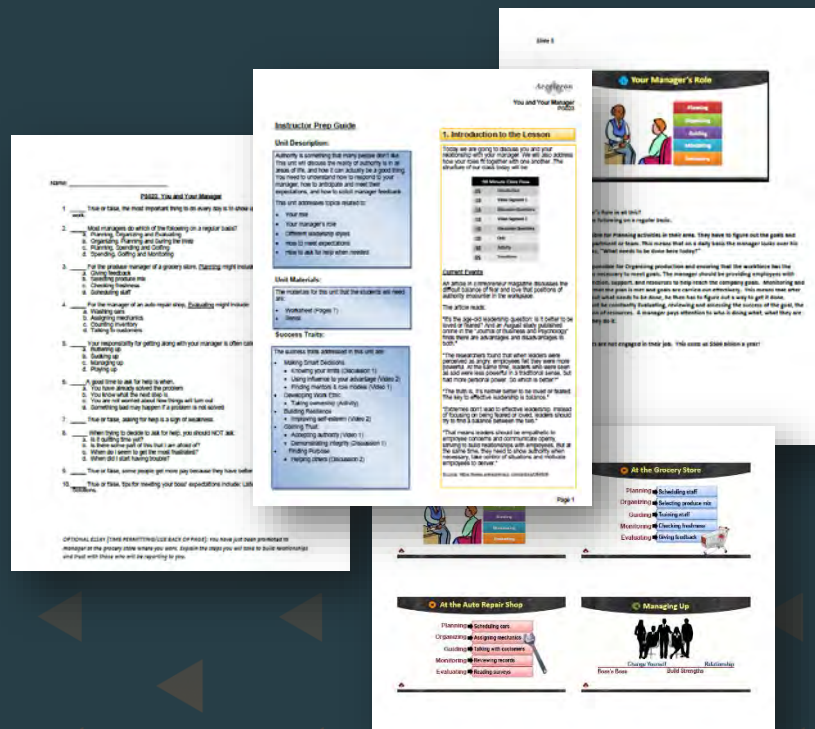
**FREE website for the family or friends of the participant. Education and aftercare:**

- **How to assist with the Refocus Roadmap process**
- Helping with Hurdles (30 min. video)
- **State-specific resources**
- A refocus checklist
- **Over 100+ helpful links**

# Resources & Tools



- Topic Setup & Context
- Discussion Questions
- Activities & Handouts
- Quizzes & Keys
- Slides & Transcripts
- Success Trait Mapping
- Marketing Flyers
- Certificate Templates
- Refocus Help Website



# Step-by-Step Facilitation

[illegible]

**2. What are some things that you can do to help you be successful as a student?**

**Answer:**

- Do your homework before class and explain it to your classmates
- Take notes throughout the class and use them to look for more important things you remember with
- Be honest professionally, but do your best for all situations
- Be prepared by knowing outside of a classroom if you can get other classes you like there

**3. Why is it important to follow up with potential employers?**

**Answer:**

- They then to remember you
- To show a great impression
- To give them additional information
- To remind any problems you can be there
- To find out new job / interests
- To show politeness
- To demonstrate appreciation

**4. When you are looking for a position, you have had to make a choice between two different options. What are some things that you can do to help you decide which one is the best choice?**

**Answer:**

- Research that there is a good position for yourself for each job
- Compare the two and then, see which job is best for that doesn't make you worry or stress
- Learn from the situation and then decide what you want to do in the future
- Listen to teachers and things you can do to help you in the future

**➡ Show Video Part 2 (After, ask for "take-aways", using points on page 6)**

[illegible]

## Activity 1

### The 40-hour week

1. What are some of the things you need to consider in accepting the job offer?

*Personal responses to question 1 (responses will vary):*

- Is the offer of the salary
- Does there and/or where are you expected to work?
- Is the job the appropriate type of work?
- Does the offer include any benefits?
- Are there additional advantages (or costs)?

## Activity 2

### The 40-hour week

2. How can you help others using the information you presented before? (Thinking: Others)

*Personal responses to question 2 (responses will vary):*

- Discuss with someone the information about the particular position
- Tell about how it fits in with others
- Give information about how to access the job
- Teach someone the understanding there is the job search process

## 6. Quiz (Grade during activity, then review/monitor. Comment on optional essays):

### 7. Activity

Development of the activity: Students will use responses for and practice sharing those responses to a set of personal questions. The teacher may use the following questions, or students may use the questions and answer and/or practice. Alternatively, they may write the following questions:

Using your own job, identify and write the following questions:

*Interview questions:*

1. Tell me about yourself
2. How are you interested in this position?
3. What are your weaknesses? (Thinking: Others)
4. Give me an example of other (use this wording) you are a creative individual. How do you handle it? (Thinking: Others)
5. How would you describe your personality quickly with the term? (Thinking: A Few: Others)
6. What would you like to see next?
7. Where do you want to go? (Thinking: Others)
8. How do you feel about this position?
9. How do you feel about this position?
10. How do you feel about this position?

Write on your question board and show us your work here. (Thinking: Others)



Page 1

- TV or projector/speakers
- Internet or DVD player
- Access to a photocopier
- Pencils or pens
- Tables and chairs

# Train the Trainer



## PREPARING TO TEACH

1. Put the DVD into a player and select *Welcome Videos* at the bottom right of the main menu.
2. Watch all of the videos in the *Welcome Videos* sub-menu, in the following order: #5, #1, #2, #3, and #4.
3. Review the Activity Trifold Kit, Activity Cards, and the Instructor Prep Guide materials.
4. If you have time, watch a few of the video lecture topics (or all of them!) as well.

START ON FRONT



### TAKE NOTE

All items are printed for you!

Use  
Sheet  
track  
and  
adm  
need

:90 Minute Class Flow	
05	Introduction
10	Video Segment 1
10	Discussion Questions
10	Video Segment 2
10	Discussion Questions
10	Quiz
30	Activity Cards
15	(OPTIONAL) Activity (15 min) (15 min)
05	Transitions



### BREAK TIME

If teaching two topics (3 hours) per day, be SURE

## RUNNING THE CLASS

Can participants take materials with them each day? Who will store the materials if not? Work with staff to provide ongoing access to materials after the class is over. **BE SURE STUDENTS TAKE MATERIALS WITH THEM UPON LEAVING THE FACILITY!**

**FIRST DAY:** Introduce yourself, provide an overview, and distribute materials.

1. Navigate to the *Welcome Videos* sub-menu on the DVD.
2. Show video 1. *Students: Welcome Video*.
3. Distribute activity kits, library card pockets, and activity card booklets. Instruct students to place their 6 library card pockets into the trifold brochure (on top of red boxes, with openings at the top).
4. Show video 2. *Students: Roadmap Pt. 1 (Before Beginning)*.

**ALL CLASSES:** Each of the 10 video lecture topics (watched in order 1-10) follows the :90 minute class flow at left.

1. Refer to the Instructor Prep Guide for greater detail.
2. Students should use note pages during videos, and hand in packets (still stapled!) for quiz grading. Record scores on gradebook sheet.

activity cards (e.g. helping personal insights).

hand out

help.com website  
to the Welcome Videos sub-  
s: Roadmap Pt. 2 (After  
ize their kits.  
have someone email)  
om  
it least 7 of 10 topics. Ask  
ty can keep a copy on file.

## Bad Facilitators...

- Focus on Themselves
- "Talk At" the Learners
- Go Through the Motions
- Use Only the Existing Materials
- Do Not Offer to Help



Facilitation Guide

# Class In a Box



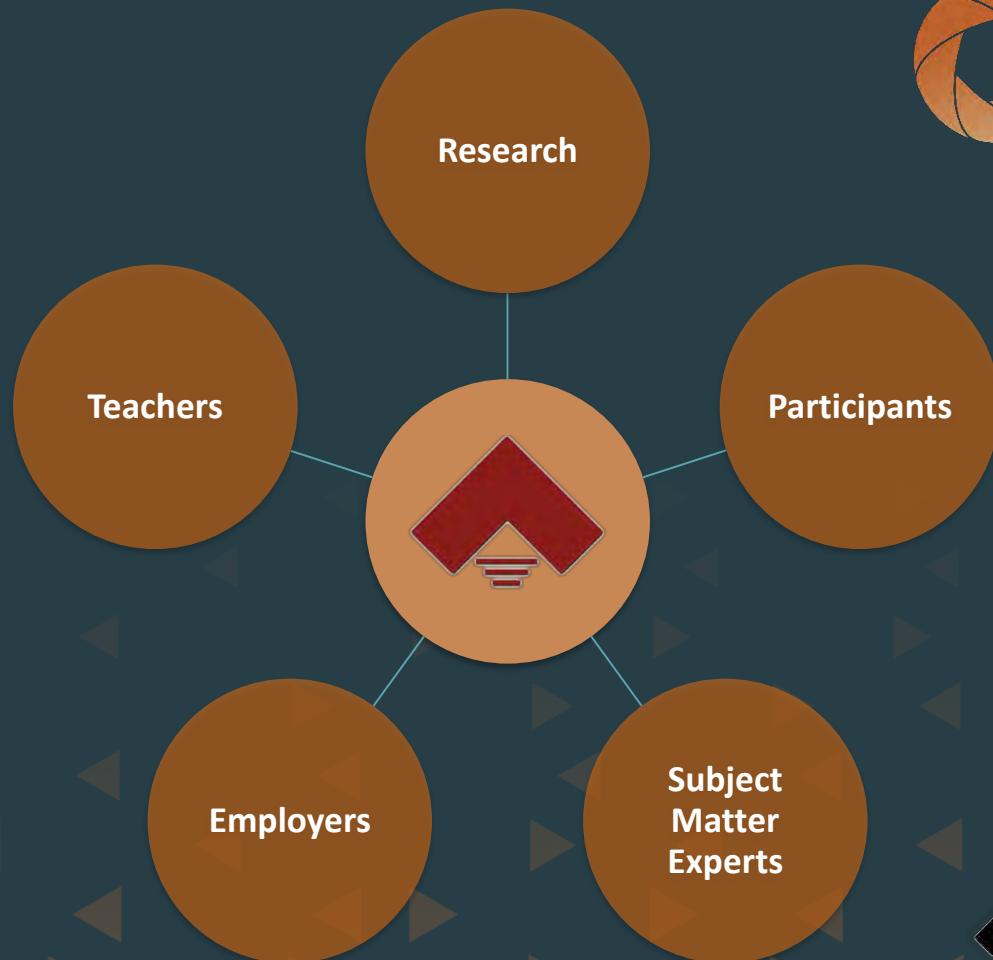
Quantity	Description
1	Video Lecture DVD (destroy/dispose of this after course is over)
1	Instructor Prep Guide (setup, discussion, activities, and quiz keys)
2	Sign-In Sheet (1) & Gradebook (1)
26	Activity Trifold Kits (includes 1 for facilitator)
26	Activity Card Perforated Booklets (includes 1 for facilitator)
26	Student Handout Packets (includes 1 for facilitator) <ul style="list-style-type: none"> <li>Note Pages (for use during the video lectures)</li> <li>Quizzes (includes <u>optional</u> essay prompts, time permitting)</li> <li>Activity Handouts (<u>recommended selection</u>, time permitting)</li> </ul>
26	Pens (for activity cards, note pages, quizzes etc.)
26	Course Completion Certificates (for optional use)
50	White Cards (for Critical Thinking Skills activity, 10 cards per team of 5)
160	Library Pocket Cards (apply 6 to the inside of each <u>activity kit</u> )





Piloted & Tested

# Development Contributors





Shaping Your Future	Building Resilience
Getting a Fresh Start	Dealing with Guilt & Shame
Having Realistic Expectations	Dealing with Failure
Celebrating Small Successes	Improving Self Esteem
Developing Plan B	Building Support
Maintaining Focus	Gaining Trust
Making Smart Decisions	Accepting Authority
Asking For/Accepting Help	Demonstrating Integrity
Knowing Your Limits	Being Accountable
Using Influence to Your Advantage	Finishing What You Start
Gaining Self Control	Finding Purpose
Thinking Critically	Helping Others
Finding Mentors & Role Models	
Using the Power of Choice	
Developing Work Ethic	
Taking Ownership	
Valuing Work	
Avoiding Easy Street	

Topics Fortified with

# Success Traits





Optional

# Certifications