

# Workshop Schedule

## **Module 1- Boundaries:**

This workshop is a fantastic introduction to the series. Together we will take a look at the guidelines and expectations of the workshop– a list of “rules” will be created as a group. Individuals will also take an inside look at appropriate vs. inappropriate boundaries both personally and professionally. Physical and emotional boundaries will be explored along with how to recognize compromised boundaries, and what to do to regain boundaries that have been lost.

## **Module 2- Self-Esteem:**

Without healthy self-esteem, all other areas of your life can suffer. In this workshop, we will take a look at the meaning of self-esteem, the importance of self-esteem, signs of poor self-esteem, and how to boost self-esteem. We will also discuss resources available for those who suffer with severely damaged self-esteem.

## **Module 3- Self-Management Skills:**

This will be an introduction to the individual as a whole. Self-Management includes the idea of taking responsibility for one’s own actions. This workshop is very general and will touch on many of the topics we will later discuss in depth, including but not limited to the need to take care of yourself.

## **Module 4- Stress Management:**

Everyday situations can turn problematic if we do not know how to deal with issues when they come up. In this workshop, we will explore how to recognize when we are feeling overwhelmed and the different coping skills which are available to help us de-stress. We will take a look at what stress does to us mentally, physically, and emotionally. This will give individuals a very good idea of how unhealthy stress can be to us.

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## **Module 5- Time-Management:**

With work, school, kids, and the many commitments in life, it can be very easy to overlook things and lose track of ourselves. In this module we will look at how to organize your day and week in order to not only make the best of your time, but also ensure that everything you are committed to for the day is getting done; use a weekly or daily planner; and avoid and eliminate time traps from your daily life.

## **Module 6- Organizing Your Life:**

Building on the time management workshop, individuals will now move further and apply those skills in daily life. Topics covered will be how to prioritize tasks, how to eliminate clutter in their cars, homes, and lives in general. Many great tips that can be applied in daily life will be given!

## **Module 7- Parenting:**

There are many different parenting styles, each having benefits and drawbacks. We will explore the different parenting types, begin to understand that you can change parenting styles based on circumstances, look at ways to get through some of the most critical parenting issues, and learn how to make the most of your time with your children. Keeping in mind that in order to be a good parent you have to be the best you, we will play off of the stress-management workshop as well as further explore how to make enough time for yourself.

## **Module 8- Getting and Keeping a Job:**

In this module we will briefly look at the need for a good resume and some simple rules for resume writing. We will explore an interview and discuss how to dress and act during. We will then look at expectations that employers have as well as expectations we should have of our employers. Different behaviors that are expected in order to maintain employment will be discussed at length.

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## **Module 9- Managing Your Money and Shopping Smart:**

Now that we have a good understanding of how to obtain and maintain employment, it is a good to get an idea of how to manage the money we will be making. We will discuss how to create a budget with a mock budget showing how quickly money gets spent. We will take a look at some creative shopping ideas including buying in bulk and couponing. Ideas of how to stretch a dollar and living within your means will be discussed.

## **Module 10- Being a Good Neighbor and How to Become Part of Your Community:**

Here we will take a look at the bigger pictures in life. Thus far, we have focused on the individual, now we will begin to take a look at our surroundings. We will discuss the importance of being a good neighbor, regardless of what type of dwelling you live in, as well as looking at the meaning and importance of being part of a community.

## **Module 11- Resources:**

This workshop will take an in depth look at the available resources in Ashtabula County. Different categories of need will be looked at, and a resource packet will be created. 2-1-1 will be highlighted. Many people simply do not know where to go when they need help, this workshop will provide a better understanding.

## **Module 12- Wrapping it all up and Future Goals:**

On this final day, individuals will be encouraged to discuss one thing they have taken from this series. Each individual (including the instructor) will share a one year goal and discuss how to reach that goal. Final paperwork will be completed.