



Preparations

Class	Materials needed	Preparation
Prior to session 1	You can choose to print the entire workbook for participants or hand out workbook pages at the start of each class.	Send picture of yourself to Betsy Review all of session 1 Bgadbois@starsvcs.com Copy the slide show with notes for yourself – You have a PDF file for this. Copy the workbook for participants Copy sign in sheets for each session If you have any support staff in your class, they should participate fully in all activities that the class does. Submit the names of each participant to Jeanne.Eglinton@mdi.org
Session 1	Flipchart Markers Name tent (if you do not know your group) Copy of the Mission/Vision and Values Pens or pencils for participants	On a flipchart on the wall, make a list of what we will learn in class. The list is on slides 11 & 12 Be prepared to share a mission moment with your group. On a flipchart write your one year and five-year goal Write the one-year goal again in the form of a smart goal
Session 2	Flipchart Markers Post it notes or dry erase marker for each person Attendance policy	Make 4 copies of the script on slide 12

<p>Session 3</p>	<p>Flipchart Markers</p>	<p>Depending on your group size – Flip chart for each group to do the activity on slide 7</p>
<p>Session 4</p>	<p>Flipchart Markers Disc Profile letters</p>	<p>Trainers take the DISC Profile and know your type for discussion in the group.</p> <p>Discprofile.com - DISC Profile</p> <p>Disc Profile in one corner of the room hang a green D, another Red I, In other Yellow C, another Blue S</p> <p>Copy of the Cupcake and Dog picture</p> <p>Prepare your elevator speech to use as an example.</p>
<p>Session 5</p>	<p>Flipchart Markers Dress code policy Appropriate dress cards Painters or masking tape</p>	<p>Have the questions for the icebreaker on slide 2. Add additional questions based on the conversations you have had in class.</p> <p>Copy appropriate dress cards – cut each one out to use for the class activity.</p> <p>Put a line of painter’s tape on the floor for the reputation exercise</p> <p>Copy the scenarios on slide 13</p> <p>Copy of the quiz on slide 17. They have this in their workbook.</p>
<p>Session 6</p>	<p>Flipchart Markers Scissors Scotch tape Envelope for each person Stack of index cards for each person – If you have 6 people in your class each person</p>	<p>Use the statement on slide 7 and cut each on in a strip</p> <p>Be prepared with an activity to demonstrate time = money. the activity should be something people can do in a minute or two.</p>



CAREER SKILLS

Professional & Personal Development

	should have 6 cards – they can be cut in half.	Get a picture of your whole group and send it to Betsy. Check to see if you need releases. Bgadbois@starsvcs.com Get invites out to people that would like to attend the graduation – Organizational leaders, job coaches, family, friends
Session 7	Flips chart Markers Tape Spaghetti Noodles (20 per group) Marshmallow (3 per group) Tape 1 yard of string	Come prepared with a problem to share with the group for the problem-solving activity. You can invite a guest to share a problem Make assignments for graduation If you have not yet - Get a picture of your whole group and send it to Betsy Bgadbois@starsvcs.com
Session 8	Flipchart Markers Legos Evaluations – this must be turned in after class today	Prepare your own social capital worksheet on a flipchart, be prepared to talk about it. Build a small Lego structure – approx. 20 pieces prior to your class arriving. Do not let them see it. Have the same exact pieces in a pile. Submit your attendance sheet to Jeanne Eglinton Jeanne Eglinton Jeanne.Eglinton@mdi.org

Optional Sessions

Session 9	Flipchart Markers	Prepare the cards of pairs Invite the safety officer to your class
-----------	----------------------	---



CAREER SKILLS

Professional & Personal Development

	Pairs of things to be used in getting people into partners – see slide 4 Workplace safety policy	
Session 10	Flipchart Markers Sample resumes Cope of the speed interviewing question on slide 23	Put sample resumes in your PowerPoint presentation Depending on the time you have in class you can develop a resume for each person