

RISE Program

Reaching Independence through Skills & Employment



Program Intensive

This two-week intensive course at the beginning of the program will support participants in familiarizing themselves with the resources and supports available in the Lethbridge community.

Upon completion of this course, participants will:

- Use a variety of devices and applications for the purposes of communication, creating documents and presentations, and accessing learning materials
- Explore styles and strategies for effective learning
- Explore career interests and expectations
- Prepare for initial work placement
- Gain an awareness of community resources and services
 - Public Transportation
 - Street, Internet, and Personal Safety

Life Skills I

An experiential exploration of self-awareness, identity, and relationships with others. Participants will participate in individual and group activities to develop strategies for balancing day-to-day affairs and for living with healthy balances and relationships. Participants will practice strategies for working within teams and managing stress.

Upon completion of this course, participants will:

- Develop self-awareness and set personal goals
- Explore roles and healthy balance in the context of social domains and activities: self, family, community, and the workplace
- Demonstrate awareness of social boundaries and safe relationships
- Explore the impact of individual actions in relation to others
- Evaluate choice and control in life decisions and activities
- Use time management and organizational strategies, i.e. calendars, alarms, routines
- Explore and utilize methods for stress management and emotional regulation

- Gain an awareness of community resources and services in the areas of:
 - Health and Fitness
 - Healthy eating
 - Mental health services
 - Sexual health clinic
 - Community volunteer centers
 - New and emerging AHS programs
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Life Skills II

A deeper experiential exploration of self-awareness and social constructs that impact relationships and communications. Participants will develop strategies to identify and modify their behaviours to cope with day-to-day activities and interactions, both personal and in the workplace.

Upon completion of this course, participants will:

- Demonstrate an appreciation for diversity in the workplace
 - Explore individual rights and citizenship
 - Explore the concept of assumptions and how they can impact communication and relationships
 - Explore harmful and helpful personal and group behaviours and modify unsuccessful behaviours
 - Differentiate passive, aggressive, and assertive behaviour
 - Implement strategies for successful conflict resolution
 - Give and receive feedback appropriately
 - Practice creative ways to demonstrate balanced self-determination
 - Gain an awareness of community resources and services in the areas of:
 - Abuse prevention
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Workplace Math and Literacy I

A practical introduction to personal financial management and self-directed learning. Participants will explore strategies for managing and planning personal finances and develop skills to research and build knowledge independently.

Upon completion of this course, participants will:

- Develop short-term and long-term goals related to assets
- Develop a personalized budget
- Apply strategies to maintain and adhere to a personal budget
- Demonstrate the ability to use a calculator for basic operations and percentages
- Develop expressive and receptive verbal communication skills
- Deliver an oral presentation to a small group
- Develop critical thinking skills for interpreting information
- Conduct informal research in the public library and on the internet

- Develop confidence in the ability to learn
 - Gain an awareness of community resources and services in the areas of:
 - Financial Management
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Workplace Math and Literacy II

A practical extension of the finance and self-directed learning topics in Workplace Math and Literacy I. Participants will further develop skills in reading, writing and verbal communication, and will further explore details of personal finance in the context of work and credit management.

Upon completion of this course, participants will:

- Calculate money earned through work: salaries, deductions, and net pay
 - Explore personal money management and financial planning (i.e., RRSPs, RDSPs, pensions)
 - Access banking resources appropriately
 - Identify potential pitfalls in the use of credit
 - Develop critical thinking skills for interpreting information
 - Demonstrate reading strategies
 - Demonstrate expressive verbal and written communication skills
 - Deliver oral presentations to a small group
 - Demonstrate listening skills
 - Conduct informal research in the library and on the internet to identify potential work opportunities
 - Implement strategies for effective learning
 - Demonstrate confidence in your ability to learn
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Work Practicums I-III

Participants are assigned workplace work practicum placements to practice skills acquired in the classroom. Participants will be assigned according to the best available alignment between participant's interests and abilities, and placement availability. Ongoing employer liaison, worksite monitoring and regular evaluations will assess skill acquisition.

Throughout work placements I, II and III, Participants will demonstrate an increasing level in competence in the ability to:

- Demonstrate a positive work ethic related to punctuality, attendance, work pride and motivation
- Demonstrate work standards regarding quality of work, the quantity of work, identifying errors, hygiene and dress standards, working independently and in teams
- Demonstrate a positive attitude regarding routines, feedback, following directions, and asking questions
- Demonstrate teamwork skills: respectful of supervisor and co-workers, relate appropriately to customers

- Demonstrate communication/social skills; communicate needs, listen to instructions, follow instructions, ask questions, relate to customers effectively
 - Demonstrate adaptability: learn new duties, handle work distractions, adjust work pace, accept changes in a work routine, show initiative, express willingness to try new assignments and assist co-workers
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Workplace Practicum Tutorial I and II

An exploration of situational successes and challenges emerging from work placements.

Participants will meet with mentors and peers to facilitate problem-solving and highlight sAn exploration of situational successes and challenges arising from work placements. Participants will meet with mentors and peers to facilitate problem-solving and highlight successes.

A work practicum journal is a tool used by students to reflect upon learning that is occurring on a weekly basis at the work practicums. Participants will obtain feedback from peers and staff on how to handle employment situations and apply problem-solving skills.

Upon completion of this course, participants will:

- Develop, integrate and apply skills from the classroom to work practicums
 - Solicit the assistance of their peers and staff members to identify proactive solutions to resolve issues effectively and efficiently
 - Assist peers in small group tutorials to identify solutions and strategies that can be utilized for successful participation in the workplace
 - Reflect on their learning, celebrate success, and set goals for improvement
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Work Preparation I

A practical exploration of transferable attributes, behaviours and skills required to sustain employment, including a few certifications commonly required in the workplace.

Upon completion of this course, participants will:

- Identify personal values, interests, abilities, talents, and limitations as they relate to employment
- Recognize various types of work and entry-level jobs available in each type
- Identify goals for learning the job
- Demonstrate an awareness of ethics in the workplace
- Demonstrate an understanding of workplace standards, including uniforms and dress codes
- Describe a formal and informal evaluation
- Identify strategies to ensure personal safety on the work site
- Describe processes for reporting injuries in the workplace
- Identify strategies to manage work and personal schedules and documentation related to work
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- Acquire certification in standards required for multiple workplace environments, including:
 - Emergency Standard First Aid
 - WHIMIS
 - Food Safety Awareness
 - Health and Safety Awareness
 - Optional: Level 1 Childcare, Driver Training
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Work Prep II

An experiential development of tools and strategies for acquisition of employment, with a focus on resume development and interview skills.

Upon completion of this course, participants will:

- Prepare a resume
 - Demonstrate interview preparedness i.e., appropriate hygiene, dress, body language, eye contact and mannerisms
 - Prepare to answer common interview questions
 - Demonstrate strategies to make a good first impression
 - Participate in several mock interviews, both virtual and in-person
 - Introduce self to a prospective employer
 - Answer interview questions with an appropriate level of detail, honesty and with an emphasis on highlighting personal strengths
 - Practice correct end of the interview
 - Provide constructive feedback to peers in mock interviews
 - Review documentation of mock interviews to evaluate areas of strength and improvement
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Work Preparation III

A further exploration of compensation, deductions, and benefits in the workplace, with a focus on securing employment to commence at the completion of the program.

Upon completion of this course, participants will:

- Calculate money earned through work: salaries, deductions (CPP, EI) and net pay
- Identify the importance of workplace documentation (i.e., T4s, ROEs, contracts)
- Describe Alberta Labor Standards (i.e., minimum wage, days of rest, vacation pay, statutory holiday pay)
- Present an up-to-date resume
- Identify specific job leads to pursue
- Obtain and complete application forms
- Practice cold calls by telephone, in-person and email
- Demonstrate positive interview skills
- Demonstrate follow-up procedures after the interview