**NRCIL**

**210 Court Street**

**Watertown, NY 13601**

**RFP – GC24003 Syllabus for Work Readiness**

**Working Well with a Disability-Work Readiness 1 Soft Skills Training**

1. Working for your Values

a. Physical

i. Personal Hygiene

b. Social

i. Interacting with others

ii. Dress for Success

c. Intellectual

i. School and learning experiences

d. Spiritual

e. Emotional

i. Managing anxiety about starting work

ii. Managing stress while working

2. The Great Balancing Act

a. Work

i. Resume writing

ii. Volunteering is work experience

iii. Interviewing

iv. Job-Seeking skills

v. Receiving Constructive Criticism

b. Relationships

i. Smiles

ii. Introducing Yourself at Work

ii. Workplace etiquette

c. Chores

i. Maintaining your home environment

d. Free Time

i. Fun and hobbies

ii. Making friends

3. Stress and Working Well

a. Stress and Emotions

b. Chronic Stress

c. Stress and Health

d. Stress and Pain

e. Stress and Disability

f. Stress and Depression

g. Stress or Stressor?

4. The Power of Advocacy

a. Rights

b. Responsibilities

c. Needs

Desires

5. Balance through Physical Activity and Nutrition

A. Physical

i. Heart Health

ii. Muscle strength

iii. Injury Prevention

iv. Emotional Health

v. Weight Management

b. Nutrition

i. Dietary Guidelines

ii. Eating on a Budget

ii. Healthy Eating on the Go

6. Budgeting and Finance

a. Employment Income vs. SSI/SSDI

b. 50/30/20 Budgeting

c. Credit Scores and Credit Cards

d. Bank Accounts

e. Protecting Yourself from Identity Theft

7. Maintaining a Healthy Balance

a. Choices and Demands

b. How to look for a job

c. Long and short term vocational goals