Next Steps Program Curriculum
Monthly Goal Checklist
Month 1

Start Date: _____

Name: _____

Completion Date: _____

Academic	Computer	Guidance Center	Employment Readiness	Childcare / Parenting Skills	DBT
❑ Registration ❑ TABE ❑ GED application ❑ Education plan ❑ Books ❑ Review Notebook ❑ HS Attended _____ _____ ❑ Last Grade completed _____ ❑ Academic Records Received_____ **Assignments:** ❑ Resume worksheet ❑ Autobiography rough draft ❑ Written observation of child's development ❑ Begin Next Steps Final Project **TABE SCORES** Reading: _____ Math: _____ Language: _____	***World Of Computers*** ❑ Windows elements ❑ Memory and storage ❑ Drives and folders ❑ Paths and pathnames ❑ Create personal folder ❑ How to save ❑ How to properly type ❑ MS Word intro ❑ Saving practice ❑ Begin autobiography **Assignments:** ❑ Begin work on Next Steps Final Project ❑ Keyboarding: _____	**Workshop:** ❑ Goal setting ❑ Organizational Skill **Assignments:** ❑ Begin Collage ❑ Discussion Next Steps Final Project	**Workshop: Who am I?** **Goal**: Gain self knowledge from the Self Directed Search, Kearsey Temperament and identifying strengths and transferable skills form parenting **Assignments:** ❑ Complete Self Directed Search ❑ Complete Kearsey Temperament ❑ Complete Gathering Skills exercise _____ ❑ Submit job application _____ ❑ Employer contact consent form _____ ❑ Assessment meeting with BOCES job developer _____	**EPIC TOPIC:** **TUNING IN TO YOUR CHILD** **Goals:** Mothers will be able to 1. Identify their primary responsibilities as parents 2. Recognize what infants and toddlers do to show how they feel 3. Understand the importance of responding to their child's needs 4. Health Related Workshop _____ **Assignments**: ❑ Complete first Ages and Stages ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Grant ❑ Prepare a scrapbook page for month 1	**DBT ORIENTATION** ❑ What is DBT ❑ Skills Overview ❑ Biosocial Theory **CORE MINDFULNESS** **Goal:** To become aware of the importance of balancing the emotional mind and reasonable mind through the wise mind **Lessons:** ❑ What and How skills ❑ Three States of Mind **Assignments:** Diary Cards ❑ Participants Identify behaviors they want to change ❑ Identify and utilize SUDS (subjective units of distress scale- intensity of emotions) Core Mindfulness ❑ Practice Assignments

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Teacher Signatures

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Next Steps Program Curriculum
Monthly Goal Checklist
Month 2

Start Date: _____

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Academic

LITERACY TOPICS
- ❑ Grammar
- ❑ Writing
- ❑ Social Studies
- ❑ Science

MATH TOPICS
- ❑ Math assessment
- ❑ Whole numbers
- ❑ Fractions
- ❑ Decimals
- ❑ Ratios and proportions
- ❑ Percents
- ❑ Measurements
- ❑ Data Analysis
- ❑ Word problems
- ❑ Geometry
- ❑ Algebra

Assignments:
- ❑ Autobiography final
- ❑ Draft cover letter
- ❑ Draft thank-you letter
- ❑ Final cover letter
- ❑ Final Thank you letter
- ❑ Written observation of child's development

Computer

Ms Word Quick Course
- ❑ Complete autobiography
- ❑ Cut / copy / paste
- ❑ Find and replace
- ❑ Thesaurus

- ❑ Format >> Paragraph
- ❑ Line spacing
- ❑ Breaks
- ❑ Tabs and indents

- ❑ Page setup menu
- ❑ Headers and footers
- ❑ Personal letterhead
- ❑ 3 types of letters
- ❑ Styles & style sheets

- ❑ Tables and columns
- ❑ Images and clipart
- ❑ Borders and shading
- ❑ Keyboarding: 10 wpm

Assignments
- ❑ **Cover Letter Draft**
- ❑ Thank You Letter
- ❑ **Memo**
- ❑ Job Search Log
- ❑ Continue work on Next Steps Final Project
- ❑ Keyboarding: _____

Guidance Center

Workshop:
- ❑ Empowerment
- ❑ Self Esteem

Assignments:
- ❑ Completion of collage
- ❑ Presentation of collage
- ❑ Presentation of Autobiography

Employment Readiness

Workshop: Goal Setting and Values Clarification

Goal: Identify values and decision-making and goal setting

Assignments
- ❑ Read, discuss and complete goal setting materials
- ❑ Dream Job exercise _____

Childcare / Parenting Skills

EPIC TOPIC

FOSTERING SELF ESTEEM

Goals: Mothers will be able to:
1. Recognize that a child's self esteem develops in infancy
2. Identify ways to promote positive self esteem in young children
3. Understand the importance of their own positive self esteem as a parent
4. Health Related Workshop _____

Assignments
- ❑ Volunteer as a teacher's assistant
- ❑ Complete daily *Mommy and Me* activities with child
- ❑ Videotape child for 5 minutes
- ❑ Take monthly photograph of child

DBT

CORE MINDFULNESS REVIEW

Distress Tolerance
Goal: Obtain skills for tolerating painful events, urges and emotions without making things worse.

Lesson:
- ❑ Coping with urges and feelings
- ❑ Crisis survival skills
  1. Distract with ACCEPTS
  2. Self-Soothe
  3. Pros&Cons
- ❑ Turing the Mind/Radical Acceptance
- ❑ Willfulness vs. Willingness

Assignments
- ❑ Weekly Diary Cards
- ❑ Practice Assignments

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Next Steps Program Curriculum
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Month 3

Start Date: _____

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Academic	Computer	Guidance Center	Employment Readiness	Childcare / Parenting Skills	DBT
❑ Grammar ❑ Writing ❑ Social Studies ❑ Science ❑ Math ❑ Reading ❑ Editing ❑ Summary **Assignments:** ❑ Rough budget worksheet ❑ Written observation of child's development ❑ Essay on "ideal job" ❑ List references (keyed) ❑ _____ ❑ _____	***MS Excel Quick Course*** ❑ Enter information **Create simple Formulas** ❑ The Autosum function ❑ All about functions ❑ The SUM function ❑ Averaging ❑ Other functions ❑ Absolute cell references **Create budget for self** ❑ Budget ❑ The concept of payroll ❑ Compounding interest Complete personal budget, submit ❑ Graphs, charts ❑ Exporting data **Assignments** ❑ Continue work on Next Steps Final Project ❑ Keyboarding: _____	**Workshop** ❑ Values **Assignments:** ❑ Presentation on "My Value system" ❑	**Workshop: Resume Preparation** Goal: to Prepare Resume Profile and begin to create resume **Assignments** ❑ Complete resume profile including • Skills • Strengths • Work experience • Volunteer experience ❑ Meet with BOCES job developer	**EPIC TOPIC** **HELPING YOUR CHILD TO COPE** Goals: Mothers will be able to: 1. Describe the importance of assisting very young children to manage stress effectively 2. Identify skills that help their child cope effectively with stress 3. Health Related Workshop _____ **Assignments** ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Grant ❑ Prepare a scrapbook page for month 3	**Core Mindfulness review** **Interpersonal Effectiveness** Goals: Getting somebody to do what you want; keeping a good relationship; keeping your self respect **Lessons:** ❑ Goals and What interferes ❑ Worry Thoughts and Cheerleading Statements ❑ DEAR MAN ❑ GIVE ❑ FAST **Assignments** ❑ Weekly Diary Cards ❑ Practice Assignments

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Teacher Signatures

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Next Steps Program Curriculum
Monthly Goal Checklist
Month 4

Start Date: _____

Name: _____

Completion Date: _____

Academic	Computer	Guidance Center	Employment Readiness	Childcare / Parenting Skills	DBT
❑ Grammar ❑ Writing ❑ Social Studies ❑ Science ❑ Math ❑ Reading **Assignments:** ❑ Written observation of child's development ❑ Budget entered in Excel ❑ Budget formatted for formulas and graphs ❑ Draft memo on three childcare options ❑ _____ ❑ _____ ❑ _____	***MS Access Quick Course*** ❑ Input / Output Forms ❑ Define table relationships ❑ Queries ❑ Summary functions ❑ Calculated fields ❑ Mail merges ❑ Envelopes & labels ❑ Using the merge on o Cover Letter o Thank you ***MS PowerPoint Quick Course*** ❑ Basics of presenting ❑ Screen elements ❑ Elements of a slide: 1. Insert images & text **Assignments** ❑ Create a job log database ❑ Templates ❑ Fill-in merges ❑ Fax cover sheet ❑ Memo templates ❑ Mail Merge Letter ❑ Continue work on Next Steps Final Project ❑ Keyboarding: _____	**Workshop** ❑ Problem solving **Assignments** ❑ Begin Journal ❑ Schedule Guidance Center Internship	**Workshop: Interviewing Preparation** Goal: Interviewing Preparation **Assignments** ❑ Schedule Clothesworks _____ ❑ Schedule Next Steps Office Internship _____ ❑ Next Steps Clerical test _____ ❑ Discuss strategies for interviewing ❑ Role Play interviewing ❑ Practice Virtual interview on computer ❑ Continue Resume Preparation	**EPIC Topic** **SETTING LIMITS** Goals: Mothers will be able to: 1.Understand the importance and advantages of setting limits for very young children 2. Identify reasonable limits for infants and for toddlers 3.Identify some appropriate ways to set limits 4. Health Related Workshop _____ **Assignments** ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Academics ❑ Prepare a scrapbook page for month 4	**Core Mindfulness review** **Emotion Regulation** Goals: To understand the emotions you experience; To learn the skills to decrease emotional sensitivity; To learn the skills to stop or reduce unwanted emotions once they start **Lessons:** ❑ Goals ❑ What good are emotions ❑ Why Bother regulating Emotions ❑ PLEASE MASTER **Assignments:** ❑ Weekly Diary Cards ❑ Practice Assignments

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Teacher Signatures

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Next Steps Program Curriculum
Monthly Goal Checklist
Month 5

Start Date: _____

Name: _____

Completion Date: _____

Academic	Computer	Guidance Center	Employment Readiness	Childcare / Parenting Skills	DBT
❑ Grammar ❑ Writing ❑ Social Studies ❑ Science ❑ Math ❑ Reading ❑ **Assignments:** ❑ Review cover letter ❑ Review thank-you letter ❑ Review resume ❑ Review references ❑ Review budget ❑ Written observation of child's development ❑ Final memo on childcare arrangements ❑ _____ ❑ _____ **RE-TABE** Reading: _____ Math: _____ Language: _____	**Office Skills** Integrating Software into the Office Skills _____ ❑ Business Letter ❑ Templates ❑ Mail merges ❑ Envelopes & labels ❑ Using the merge on ❑ Cover Letter ❑ Thank you **Assignments** ❑ Business letter ❑ Cover letter ❑ Thank you ❑ Fax cover sheet ❑ Memo templates ❑ Mail Merge Letter ❑ Continue work on Next Steps Final Project ❑ References typed ❑ Update resume with new skills, experience ❑ Keyboarding _____	**Workshop** ❑ Team Building **Assignments:** ❑ Begin Networking Log ❑ Guidance Center Internship ❑ Mock interview	**Workshop:** Workplace Savvy and Expectations Goal: To understand the workplace in relation to Behavior, Team Work, Attitude, Communication and Appropriate Dress **Assignments** ❑ Discuss Attitudes ❑ Trip to Clothesworks ❑ Give various presentations for communication skills ❑ Apply DBT concepts to workplace communication skills ❑ Job search meeting _____ ❑ Complete Prepare for job search Form ❑ Meeting(s) w/ BOCES job developer _____ ❑ Submit childcare arrangement memo _____	**EPIC TOPIC** **BUILDING INDEPENDENCE** Goals: Mothers will be able to: 1. Describe positive results of promoting independence in their young child 2. Identify parent child interactions that promote independence 3. Recognize the importance of establishing routines for infants and toddlers 4. Health Related Workshop _____ **Assignments** ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Grant ❑ Prepare a scrapbook page for month 5	**Core Mindfulness review** **Emotion Regulation** **Lessons:** ❑ Increasing positive emotions 1. Adult pleasant events schedule ❑ Acting Opposite ❑ The "Wave" Skill ❑ Justified vs Unjustified Emotions **Assignments** ❑ Weekly Diary Cards ❑ Practice Assignments

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Teacher Signatures

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Next Steps Program Curriculum
Monthly Goal Checklist
Month 6

Start Date: _____

Name:_____

Completion Date: _____

Academic	Computer	Guidance Center	Employment Readiness	Childcare / Parenting Skills	DBT
❑ Grammar ❑ Writing ❑ Social Studies ❑ Science ❑ Math _____ ❑ Reading **Assignments:** ❑ Final written observation of child's development ❑ Align budget with salary ❑ Ensure all corrected sample letters and documents are in portfolio ❑ Complete a booklet of child's development ❑ Exit interview ❑ Organize reflection on past six months ❑ Create farewell address ❑ _____ ❑ _____ ❑ _____	**Assignments** ❑ Job searching online ❑ Maintain a job log ❑ Post resumes online ❑ E-Mail resume to Guidance Center ❑ Revise resume with Guidance Center changes ❑ Salary.com ❑ Completion of Next Steps Final Project ❑ Keyboarding _____ **Course Completed Successfully**	**Workshops** ❑ Communication **Assignments** ❑ Facilitate a group discussion about a film ❑ Presentation of Next Steps Final Project	**Workshop**: Resources that Maintain Employment Goal: To be prepared for event/situations that can jeopardize employment **Assignments** ❑ Time management and Awareness ❑ Stress Management ❑ Work Ethics/Employer expectations ❑ Completion of Resource Manuals _____ ❑ Follow on Job Leads ❑ Notify BOCES Job Developer of results of Job leads ❑ Complete job placement form(s) for BOCES ❑ Update Job Management Portfolio ❑ Finalize childcare arrangements ❑ Finalize job transportation	**EPIC TOPIC** **LEARNING THROUGH PLAY** Goals: Mothers will be able to: 1. Identify ways to help their child learn to talk 2. Recognize the importance of the parents' role in promoting literacy in young children 3. Recognize the ways that young children learn through play 4. Health Related Workshop _____ **Assignments** ❑ Complete 2nd Ages & Stages ❑ Complete daily *Mommy and Me* activities with child ❑ Videotape child for 5 minutes ❑ Take monthly photograph of child ❑ Write a paragraph of 5 sentences about your child's development and have it signed by Grant ❑ Prepare a scrapbook page for month 6	**Core Mindfulness review** **Walking the Middle Path** Goals: Understanding dialectics **Lessons:** ❑ Dialectics / Dialectical Dilemmas ❑ Validation ❑ Behaviorism **Assignments** ❑ Weekly Diary Cards ❑ Practice Assignments

JOB SEARCH TAKES PRIORITY OVER EVERYTHING ELSE IN THE PROGRAM.

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