



*To explore, assess and develop specific  
career, academic and life goals.*



A VALUE-ADDED PROGRAM OFFERED BY  
NEW HORIZONS CENTER FOR LEARNING



## THE NEXT STEP PROGRAM

Objective: The “Next Step” program works with each individual to explore, assess and develop career, academic and life goals.

Outline: From the sessions offered, whether in small group settings or private sessions, individuals will find direction and make solidified goals for their future.

The first twenty-four sessions will begin with personality and career assessments, writing mission statements, understanding core-values, tolerations, distractions, and limitations. Once the initial work is complete, job searches and school entrance exams will be begin. Resumes, cover letters, mock interviews, and actual job interviews will follow. Throughout the job interviews and job training periods, the instructor will be present and will “shadow” and assist each participant.

After the first of the year, the next five months will focus on Life Skills, Financial Management, Housing, Transportation alternatives, Personal Life Management and Safety Awareness.

Begins: September 9th, 2015  
Days: Wednesdays and Fridays  
Time: 3:00 – 5:00 pm  
Cost: \$50.00 per hour, per student

### **Introduction of Curriculum**

E-mail, Calendar planning  
Handout-Talents,  
Strengths, Passions & Contributions  
Motivational video

SEPT 9

SEPT 11

Personal Core Values Activity  
Motivational video

Group will take first assessment  
[www.personalitypage.com](http://www.personalitypage.com)  
Build a Dream Board  
Motivational Video

SEPT 16

SEPT 18

Discuss first assessment results  
Finish Dream Board  
Share Dream Board  
Motivational Video

Group will take the next assessments  
[www.123test.com](http://www.123test.com) (free)

SEPT 23

SEPT 25

Talents, Strengths, Passions and  
Contributions  
Motivational Video

Discuss results from  
last Life assessment  
Write a Mission Statement

SEPT 30

OCT 2

Career/College Plan

Write a Wall Street Journal Article

OCT 7

OCT 9

**Set up Success Strategies**

- One hour each
- Private session with each person

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OCT 14

OCT 16

**Job or School Search**

- Locate job in LV area
- School search
- Search for Scholarships

-Tolerations, Distractions & Limitations  
-Management Activity  
-Motivational Video

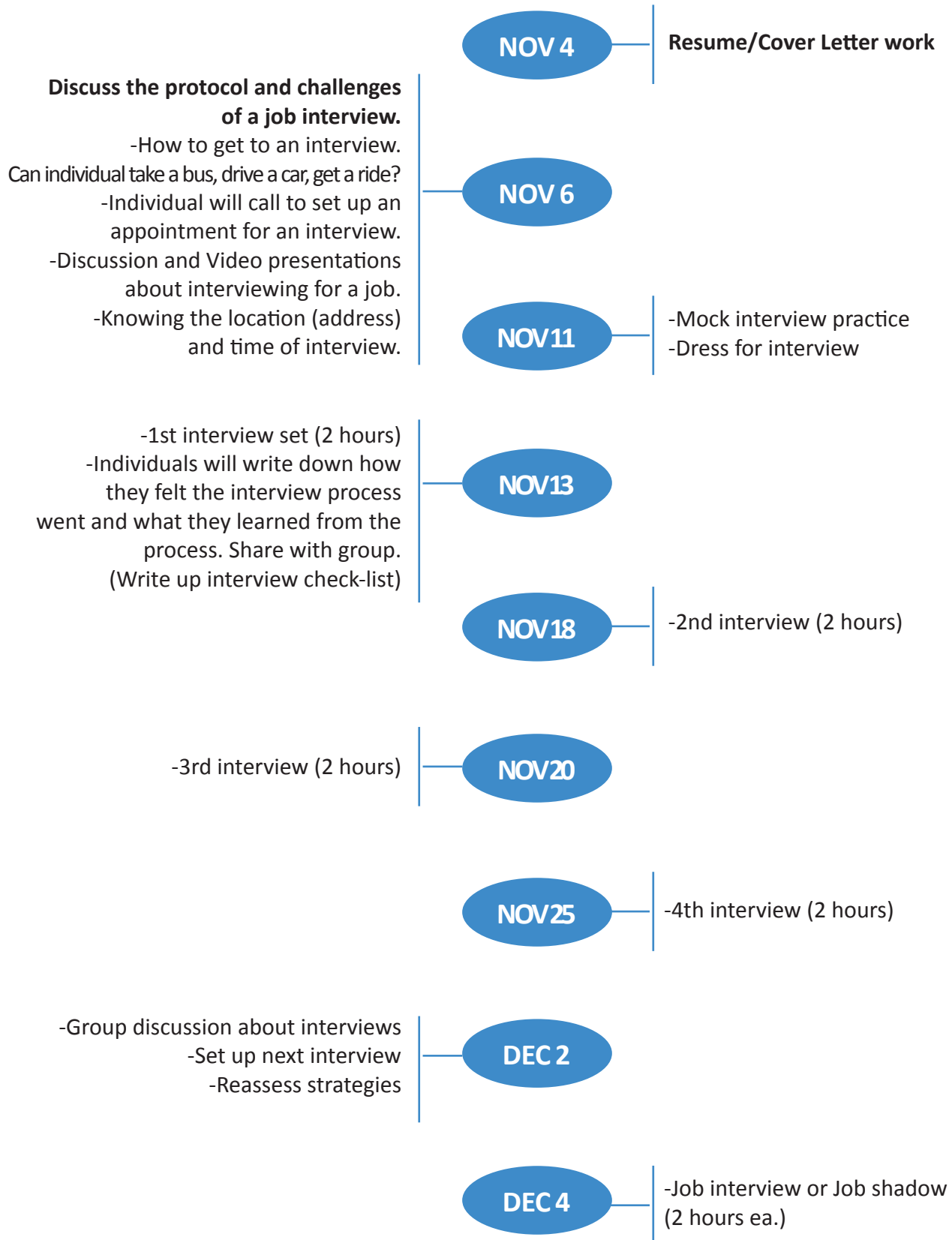
OCT 21

OCT 23

Once job interest is identified, the instructor will call for a meeting with company/business. Each person will begin writing a resume/cover letter for potential job.

Resume/Cover Letter Work

OCT 28



-Job interview or Job shadow  
(2 hours ea.)

DEC 9

DEC 11

-Job interview or Job shadow  
(2 hours ea.)

-Job interview or Job shadow  
(2 hours ea.)

DEC 16

DEC 18

Present Success Plan, Personal Life  
Missions Statement, Dream Board,  
Resume, Wall Street Journal Article  
and College Plan to Family and Friends.  
Celebration!

**Begin Life Coach Session**

Working with your finances.

Good financial management

-Opening checking/savings accts.

-Understanding direct deposit

-Parts of a check

-Making a deposit

-Steps to balance a checking acct.

JAN 6

JAN 8

**Continue Good Financial Management**

-Budgeting/Paying bills on time

**Continue Good Financial Management**

-Credit

\*Open Checking/Savings Acct.

JAN 13

JAN 15

**Housing**

-Finding Housing

-Rentals, Leases, and Contracts

-Roommates and Shared Living

**Housing, Apartment Hunting (Field Trip)**

JAN 20

JAN 22

**Visit a Group Home Setting**  
-Have dinner with Group

**Transportation**

-Owning a car  
-Getting Around  
-Alternative transportation

JAN 27

JAN 29

**Take the bus - field trip**  
\*Individual bus ride practice  
maybe needed.

**Life Decisions and Responsibilities**

-Legal Rights and  
Responsibilities

FEB 3

FEB 5

**Life Decisions and Responsibilities**  
-Legal Documents and Records  
\*Obtain legal Driver's License or ID

**Community Resources and Awareness**

-Locate and contact available  
services and agencies

FEB 10

FEB 12

**Organizational Skills**  
-Time management  
-Safe guard important documents

**Personal and Social Relationships**

-Interpersonal Relationships

FEB 17

FEB 19

**Communication**  
-Formal and informal language  
-Conflict resolution

**Culture**  
-Ethnic diversity  
-Respecting cultural differences  
in the workplace and community

FEB 24

FEB 26

**Self-Esteem**  
-Healthy self-esteem  
-Positive talk

**Anger Management**  
-De-escalation  
-Warning signs of violence

MAR 2

MAR 4

**Health and Safety**  
-Personal Care  
-Elements of good nutrition

**Substance Abuse**  
-How to get help

MAR 9

MAR 11

**Stress Management**  
-Coping mechanisms

**Sexual Responsibilities**  
-Review STDs  
-Human reproduction

MAR 16

MAR 18

**Visit Clark County Health Dist. Office**  
-Tour facilities  
-Talk with health care professional

**Assessment and re-evaluation session**

MAR 23

**MAR25**

**Assessment and Re-evaluation Session**

**Assessment and Re-evaluation Session**

**MAR30**

**APR 1**

**Assessment and Re-evaluation Session**

**Review Qualities Nutrition**

**APR 13**

**APR 15**

**Find Healthy Meals to Prepare**

**Smart Shopper**  
-Shop for meal  
(Smith's, Walmart)

**APR 20**

**APR 22**

**Prepare Meal**

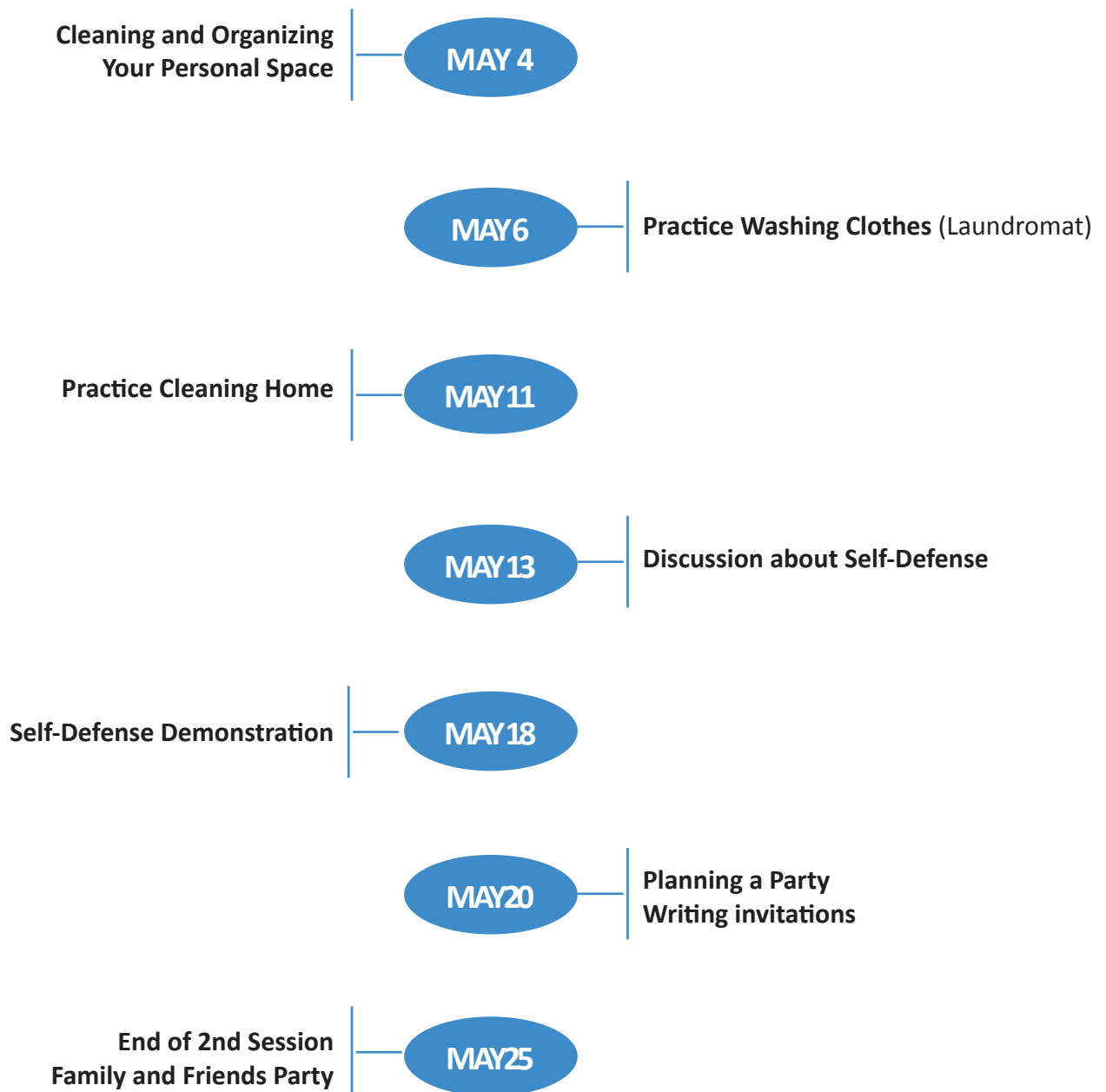
**Smart Consumer Tips**  
- Discussion and Examples

**APR 27**

**APR 29**

**Shopping for Clothes and Personal Items**  
(Target)





Individual would be charged \$100.00 per session  
 First session paid work sessions: 20 sessions for 2 hrs @ \$50.00 per hour, per individual.

Per Individual – Program I (Sept. 9th – Dec. 18th)  
 $\$100 \times 2 = \$200.00$  per week  
 $\$100.00 \times 20$  sessions = \$2,000

Per Individual – Program II (Jan 6th – May 25th)  
 $\$100 \times 2 = \$200.00$  per week  
 $\$100 \times 35 = \$3,500$