

# CareerAbility Workshop Catalog



**Summer**

**July 5, 2021 – August 13, 2021**

## CareerAbility

CareerAbility was founded to meet a vital element of Chapel Haven’s mission: meaningful employment for Chapel Haven’s students, as well as those in the community. CareerAbility’s model incorporates a unique combination of vocational tools and best practices: **Pre-Vocational Skills, Career Exploration, Job Skill Development, and Employment Services.**

### Catalog Offerings

- In-person classes are designated with a hand symbol (👋). Students will have an opportunity to attend in-person classes while adhering to PPE (personal protective equipment) protocols, hand washing, and social distancing rules. Students must wash their hands at the beginning of class and again when they return to their apartments. In person classes will be limited in size as noted in each course description.
- Classes that will be offered virtually are marked with a computer symbol (💻). These classes are available to Chapel Haven Schleifer Center (CHSC) residential and community members, as well as the public. Individuals who are not enrolled in CHSC are encouraged to take part virtually as a first step to getting to know more about our services.
- Classes offered only to current CareerAbility clients are marked with a star symbol★.

If a Facilitator needs to miss a class, every effort will be made for a “substitute” teacher to cover the course as a first choice to programming. Alternatively, a make-up day will be allotted. There are no make-up days offered to students who miss a class. For some classes, late registration may be possible, however the full fee for the course applies.

### Registering for the First Time

To enroll in CareerAbility workshops, some of the expected criteria include:

- 18 years of age or older (sorry, no exceptions)
- Meets the Chapel Haven Admissions criteria, if not a current CHSC student/client.
- Able to participate effectively in a group classroom environment without individual support, including the use of technology. Has an email & laptop or i-Pad for personal use.
- Does not require direct supervision or pose a danger to self or others.
- Registration sessions are required only for individuals new to Chapel Haven Schleifer Center.
- Please keep in mind that CHSC students receive priority enrollment. Following their registrations, requests are processed on a first-come, first-serve basis.
- If a class does not meet the minimum enrollment, we will send notification that the class will not be held this summer.

**You must sign up by June 25<sup>th</sup> if you wish to take part in the full series.** Please email Alexandra Hunter at [ahunter@chapelhaven.org](mailto:ahunter@chapelhaven.org) to register, to schedule a registration session, or for additional information.

  **Job Club**

Monday: 10:00 – 11:00 am (Mondays, July 5<sup>th</sup> – August 9<sup>th</sup>)

Location: 34 Emerson Street

Facilitator: John Lambo, Business & Community Relations Specialist

Cost: Individuals in Phase Two of Employment Services Only. No cost to individuals in this phase.

**Description:** Looking for work and navigating career challenges are made easier when you're not alone. CareerAbility's job club is rooted in the belief that every individual has something valuable to contribute and that everyone benefits from the advice and encouragement from a diverse group dynamic. To support your job search, we'll provide the basic tools to get you started and keep you motivated along the way. This includes discussion topics to facilitate a healthy give and take among attendees. Members will discuss and swap job leads, offer feedback, conduct mock interviews, tackle challenges, and encourage one another's weekly success. Participants should leave this workshop with an understanding of how to find and apply for a variety of job openings and with suggestions for their current resume. Members are responsible for actively searching for/applying for jobs, crafting tailored application materials, and preparing for interviews. Each week attendees will update the group on his/her *self-directed* job search progress and end each meeting with a commitment to address specific tasks during the week ahead. There's no shortage of content to discuss. After registering, it is recommended that participants begin by having their résumé reviewed by emailing a copy of it to [jlambo@chapelhaven.org](mailto:jlambo@chapelhaven.org) with the subject: Résumé Critique.

 **Workplace Wednesdays**

Wednesday: 10:00 am – 11:00 am (Wednesdays July 7 – August 11)

Location: 48/50 Emerson Street

Facilitator(s): CareerAbility Staff

Cost: \$90 for the full series

\*10 Student Maximum\*

**Description:** In these career development workshops, content will focus on your career abilities. Learn more about employability skills and how best to equip yourself for the world of work. These weekly webinars take a deep dive into the crucial 'soft skills' or '21st century skills' that we call Personal and Social Capabilities. Workplace Forums include, but are not limited to:

- Feel Confident at Work (e.g. self-advocacy)
- Disability Rights in the Workplace (e.g. ADA, disclosure, requesting accommodations)
- Professionalism (e.g. dress to impress, professional profile)
- Hidden Curriculum at Work (e.g. social skills, conflict resolution, etc.)
- Tips for Succeeding on the Job (e.g. working relationships, getting and keeping a job)
- Career Exploration (e.g. career pathways, career clusters, Occupational Handbook)

 **CareerAbility Gardens - Cultivating Skills**

Time: Tuesdays, 9:00 am – 11:00 am (July 6<sup>th</sup> – August 3<sup>rd</sup>)

Location: Meet at 48/50 Emerson Street

Cost: \$140 (Participants must bring water bottle, face mask, and gardening gloves)

Facilitator: Sue Snowden, Work-Based Learning Specialist

\*5 Student Maximum\*

Gardening can be ripe with learning opportunities. Join our living classroom in this pre-vocational program that introduces adults to the competitive horticulture job market. Agriculture is a highly sought after career cluster and hobby. Participants will learn to use hand tools for gardening and will be exposed to farming, landscaping, and employability skills. Working alongside a Work-Based Learning Specialist, we offer a unique learning experience on planning and tending to a garden, knowing the right time to harvest, and we will visit farms and landscaping sites for additional ideas and skills. The skills learned in this program aren't just for work. Participants will be able to use their skills at home in their own gardens, and even have the opportunity to grow their own house plants and kitchen herbs. When designing a garden, just like planning a career, participants need to think about strengths, interests, time management, and available resources. They learn planning and that things may not always work out as expected. Gardening can help people feel like they can take action, accomplish something, and see a positive result. You need to plant seeds in fertile soil just as you need to create a healthy environment for planning a career.

 **CareerAbility Bikes!**

Time: Thursdays, 1 pm – 3 pm (July 6<sup>th</sup> – August 10<sup>th</sup>) \*weather permitting.

*Alternate activities will be planned for rainy/humid days.*

Location: Meet at 48/50 Emerson Street

Cost: \$140 (participants must bring their own bike & helmet, water bottle, and face mask)

Facilitator: Adam Ursone, Work-Based Learning Specialist

\*4 Student Maximum\*

With this program, every student will develop a solid foundation of biking skills, whether they are a seasoned rider or have never been on a bike. Riding a bike provides an affordable and environmentally friendly transportation option to/from work, and Westville offers numerous opportunities for employment and recreation. Students will learn to bike to these locations such as a variety of nearby employers, the library, bank, UArts, Westville Village, skate park, and local eateries. CareerAbility Bikes! will also teach the basics of bicycle mechanic curriculum, exposing individuals to a careers using these skills. Students will be able to identify and use hand tools for basic bicycle maintenance and repair. This program offers circle time sharing, lessons on safe riding skills, and focuses on non-bicycle interpersonal skills, including goal

planning, community safety, life skills, and pre-vocational training. Participants will practice responsible personal and social behavior that respects self and others.



### **The Newz Flash – Campus Newsletter**

Time: Mondays and Tuesdays, 10:00 am – 11:00 am (July 5 – August 11)

Location: 48/50 Emerson Street

Cost: \$140, No cost to residential students

Facilitator: Joe Granito, Work-Based Learning Specialist

\*5 Student Maximum\*

Study the basic principles of print and online journalism. Examine the role of printed news and media in our society. Learn and practice investigative skills, responsible reporting, and journalistic writing techniques as you read, respond to, and write your own news and feature articles for the campus newsletter, The News Flash. There will be homework assignments for this class.



### **Travel Training**

Time: Tuesdays, 9:00 am – 12:00 PM (July 6<sup>th</sup> – August 10<sup>th</sup>)

Location: Meet in Welcome Center parking lot. Combination of In Person & Community Based

Cost: \$140

Facilitator: Alexandra Hunter, Program Assistant

\*5 Person Max\* - students will need to pay for their own bus transportation. (Participants must bring water bottle, lunch/snack, face mask, and bus fare)

Using public transportation you can expand your horizons and open up job opportunities. We will practice using the bus to travel to destinations across New Haven. Supported by CareerAbility staff, participants will plan, board, and ride the bus. Destinations include Downtown, Long Wharf, Fair Haven, Hamden, West Haven beach, and the JCC in Woodbridge.

- Travel Training – learn the bus route to a variety of locations in New Haven
- Map out routes to desired locations from Chapel Haven campus
- Work Site and Points of Interest Visits



### **Social Media: Using Social Media Safely & Professionally**

Tuesdays: 2:00 pm – 3:00 pm (July 6 – Aug 13)

Location: In-Person – 48/50 Emerson Street

Facilitator: Adam Ursone, Work-Based Learning Specialist

Cost: \$90, No cost to residential students

\*8 Person Max\*

Think before you post! This workshop aims to provide students with action steps on how to uphold professional digital citizenship, such as: handling negative social media posts, how to

avoid or resolve conflicts online, and the proper etiquette of the various platforms of social media: LinkedIn, Facebook, Instagram, etc. It is important that students understand that social media is used to monitor and inform decisions, such as hiring decisions, employment, being suspended from programs/school, and/or denied admission to college. Students will review their digital footprint and build a professional LinkedIn Profile.