

16.24 Life Skills Training

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide training in behavior, interpersonal, life management, and career skills to eligible participants through Life Skills Training.

Procedure:

The Human Resources Department or other county or state agencies typically refer participants entering Life Skills Training.

Upon receipt of a referral, an initial interview will be conducted with the participant. The Career Services staff member, the referring counselor and the participant will meet to discuss which Life Skill Training programs are needed.

Within the first week of admission to the Life Skills Training Program, the assigned Career Services staff member and the program participant will formulate the initial Individual Plan. This plan may be amended as necessary by the Career Services staff member, the participant and/or referring counselor. The participant must approve any changes before implementation begins.

Each section within the four areas of the Life Skills Training program contains a curriculum and workbook. The participant will work through the appropriate workbook with the Career Services staff member and follow the curriculum provided.

Progress is measured through a pre-test and a post-test for each assigned section.

In order for a participant to exit the program, the following discharge criteria must be met:

- The participant has acquired the skills in the specified area of training.
- The participant has demonstrated an inability to acquire the skills in the specified area of training and can no longer benefit from services.

Upon completion of services, all log notes, attendance records and a final Life Skills Training report is sent to the referring agency summarizing services rendered, problems encountered and outcomes of the program. Included in the report are recommendations for any further services deemed necessary and appropriate by the participant and the Career Services team.