



STEPS TO RECOVERY

All Courses are FREE of charge!

January 30 – March 10
Newmarket - 570B Steven Court

March 27 – May 5
Newmarket - 570B Steven Court

May 15 – June 23
Newmarket - 570B Steven Court

July 10– August 18
Newmarket - 570B Steven Court

September 5 – October 13
Newmarket - 570B Steven Court

October 23 – December 1
Newmarket - 570B Steven Court

JOB FINDING CLUB Starting July 11th 2017
Tuesdays and Thursdays 1pm to 3pm



Funded through
The Regional Municipality of York

STEPS to Recovery

Tina Bentley

(905) 762-1551 x405

tbentley@stepsrecovery.com

570B Steven Court

Newmarket, Ontario

www.**STEPS**recovery.com



STEPS TO RECOVERY

S.T.E.P.S TRAINING EMPLOYMENT & PREPARATION SERVICES

Assisting people who are in recovery or impacted by drug addiction and alcoholism

IF YOU NEED ASSISTANCE IN :

- Developing computer skills
- Achieving realistic goals
- Using Life skills successfully
- Dealing with different personalities effectively
- Creating resumes and cover letters
- Job searching productively

THEN **STEPS** IS THE PROGRAM FOR YOU



TO BE ELIGIBLE FOR THIS PROGRAM YOU MUST BE:

- In recovery or impacted by alcohol and/or drug addiction
- Able to attend a 6 week program to completion

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STEPS TO RECOVERY

S.T.E.P.S TRAINING EMPLOYMENT & PREPARATION SERVICES 6 WEEK PROGRAM 2017

Week 1

- Day 1 Group Norms & Self - Disclosure
- Day 2 Life Skills- Goal Settings
- Day 3 Basics of Computers
- Day 4 Computer Training – Mavis Beacon
- Day 5 Life Skills- Problem Solving

Week 2

- Day 1 Life Skills- Values Assessment
- Day 2 Life Skills- Boundaries
- Day 3 Computer Training – Microsoft Word 2013
- Day 4 Computer Training - Portal
- Day 5 Life Skills- Self Esteem

Week 3

- Day 1 Personality Dimensions
- Day 2 P. D. Recap & Career Dimensions
- Day 3 Learning Styles & Money Management
- Day 4 Computer Training Microsoft Excel
- Day 5 Life Skills- Transferable Skills

Week 4

- Day 1 Resume and Cover Letters
- Day 2 Finishing Resumes and Cover Letters
- Day 3 Computer Training – Microsoft Power Point
- Day 4 Computer Training- Portal
- Day 5 Life Skills- Managing Stress

Week 5

- Day 1 Job Search Techniques
- Day 2 Job Search Training
- Day 3 Interview Skills
- Day 4 Computer Training / Job Search
- Day 5 Mock Interviews & Job Search

Week 6

- Day 1 Life Skills - Conflict Resolution
- Day 2 Life Skills – Anger Management
- Day 3 Life Skill – Self Care
- Day 4 Computer Training / Job Search
- Day 5 Acupuncture * Closure*

TO REGISTER CONTACT:

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CURRICULUM

Values

Values Exploration is intended to help participants identify values that they hold.

Transferable skills

Participants focus on area of strength and competence, and set goals on how to upgrade them as well as streamline this information into career exploration.

Goal Settings

A component of all Life Skills is the setting of Goals. This lesson is geared toward all personal goals. This life skill is to assist individuals in forming goal plans and to encourage them to develop coping skills to follow through.

Self-Esteem

To give group members a better understanding of what exactly self-esteem is, where it comes from, and what influences self-esteem.

Resume Writing

Participants will be able to write their job skills, work experience and educational experience in a simple resume to attract potential Employers.

Problem Solving

To describe a problem solving model as a sequence of steps. To provide realistic skills when confronting a problem.

Personality Dimensions

This personality assessment allows participants to see how different personality characteristics determine our behavior, and how we interact with people.

Managing Stress

This workshop is designed to help the participants identify the sources of stress in their lives, identify some stress management techniques and to practice them to achieve stress reduction in the workplace and social environments. The participants identify some of their sources of stress and develop skills that will enable them to reduce stress in their lives

Learning Styles

To help clients know their learning styles.

Job Search Strategies

Exploring the various ways to access various job search techniques as well as exploring the various ways to find out about the labour market. Participants concentrate on communicating and networking to gain information on types of positions available.

Job Retention Strategies

To teach participants how to retain a position within an organization once they have secured it.

Interview Skills & Mock Interviews

Participants will practice interview techniques understand employer expectations and review job maintenance issues. Participants through practice will increase their interviewing competence.