



PARTICIPANTS MANUAL

# Making a Difference

J. STINSON AND ASSOCIATES  
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# ORIENTATION

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J. STINSON & ASSOCIATES INC.  
NEW PARTICIPANT'S ORIENTATION

AGENDA

*Attendees: Fulton County GOODWORKS! Participants*

- **WELCOME**  
Staff 's Introduction  
Personal Advisors Introduction  
Participant's Introduction  
**MS. JAYNE STINSON**  
CEO
- **EXPECTATIONS**  
Schedule of Activities  
**MS. JAYNE STINSON**  
CEO
- **TOUR THE FACILITY**
- **POLICIES AND PROCEDURES**  
**MS. DEANNA STINSON**  
PROGRAM MANAGER

BREAK (15 MIN)

- **ATTENDANCE**
- **DRESS CODE**
- **WORK SITE EXPECTATION**

LUNCH (1 HOUR)

- **EMPLOYMENT OPPORTUNITIES**  
**MS. DEANNA STINSON**  
PROGRAM MANAGER
- **SHARING EXPERIENCE**
- **QUESTION AND ANSWER**  
**J. STINSON STAFF**
- **COMPLETE PAPERWORK**

*J. Stinson & Associates*  
*1<sup>st</sup> Step*

*Day One*

*Orientation*

- *See Orientation Agenda*

*Day Two*

*Assessments*

*Day Three*

- *Review of Assessments*
- *Getting In Touch and in Tune*
- *One on One with Employment Specialist*

Wednesday

*Trip to Department of Labor (all day)*

Thursday

*Review of Homework Assignments*

*Workshop on, The Interviewing Process,*

*Break (15 min)*

*Group Activity, (Mock Interview m/pro)*

*Lunch (1 Hour)*

*Day Eight and Nine of the Journey*

Friday

*Review of Homework Assignments*

*Workshop on, Budgeting Tips for Beginners*

*Break (15 min)*

*Group Activity, (Where to Start)*

*Lunch (1 Hour)*

*Interviews with potential employers,*

*Day Ten of the Journey*

*J. Stinson & Associates  
Weekly G! Agenda  
Week Two: Work Evaluation*

*Monday*

*Review Assignments*

*Workshop on, Applications (Your Application Represents You),*

*Break (15 min)*

*Group Activity, (Finding My Strengths),*

*Lunch (1 Hour)*

*Group Activity, (What Do I Really Want In A Job) issue homework assignment*

*Day Six of the Journey*

*Tuesday*

*Review Assignments*

*Workshop on, The Resume (What is a Resume)*

*Break (15 min)*

*Group Activity, (Breaking Through Barriers)*

*Lunch (1Hour)*

*Group Activity, (What Do I Have To Overcome)*

*Day Seven of the Journey, issue homework assignment*

Wednesday

Review Homework Assignments

Workshop on, Personal Responsibility

Break (15 min)

Group Activity, (Panic Problem)

Lunch (1 Hour)

Meet with PA's

Day Three of the Journey

Thursday

Review Homework Assignments

Workshop on, Work Ethic

Break (15 min)

Group Activity, (Defining Work Ethic)

Lunch (1 Hour)

Group Activity, (Assessment)

Day Four of the Journey

Friday

Review Homework Assignments

Workshop on, Conflict Resolution/Time and Stress Management

Break (15 min)

Group Activity, (Tragedy Calendar)

Lunch (1 Hour)

Group Activity, (Planning My Time/Time Schedule)

Day Five of the Journey

*J. Stinson & Associates  
Weekly G! Agenda  
Week One: Work Evaluation*

*Monday*

*Introduction of Career Optimist Workshop*

*Review results of assessments*

*Break (15 min)*

*Workshop on, Personal Presentation*

*Lunch (1Hour)*

*Review of the day and One on One with Employment Specialist/PA and Job Coach*

*Day One of the Journey*

*Tuesday*

*Review Homework Assignments*

*Group Activity, (In the Mirror)*

*Break (15 min)*

*Group Activity, (Getting Ready for Change), Discuss Monthly Incentives*

*Lunch (1 Hour)*

*Workshop on, Self Esteem*

*Day Two on the Journey/Group Discussion*