



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

1st 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

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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

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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