



# DC Transitional Services CURRICULUM GUIDE

**Human Services & Consulting Agency**

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## **Course Offerings**

### **Program Overview**

**DCTS Mission Statement:** It is the mission of DCTS to provide educational services and referrals by connecting individuals and families to a collaborative network of support in their communities in times of transition.

**Vision:** It is the vision of DCTS to reduce destructive behaviors and inspire change that promotes self-reliance.

**Length of Courses:** Each course 6 to 12 weeks (length of time depends upon agency recommendations).

**Donations:** The value of each course is estimated at \$45. Each participant will be documented on an as-needed basis of financial need. If participant shows income based need, any level of donation will be accepted and allocated over the length of course, or to the equivalent of volunteer service hours in the community. Other courses may or may not qualify for **court mandated services** and fall within the guidelines of state or federal instruction.

**Online Courses Materials:** \$15.00 includes secured (.pdf) documents with your own user access code, video compatibility access with instructor, but does not include refreshments or test material. Testing must be completed on-site for online participants to achieve hardcopy of course approved completion certificate (signed by agency representative and case manager). Instructor fees of \$15 will be required once appointment is confirmed on-site.

**On-Site Courses:** Donation of \$45.00 includes facilitator, course syllabus, refreshments, end of course test material and completion certificate signed by agency representative.

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## **Course Descriptions**

Cheryl Jefferies, Education Program Manager

On-site classes: 608 National Hwy. , Thomasville, NC 27360

Online material: upon request, case manager and court approval

Spanish translated courses: available upon request

### **SELF-AWARENESS & COPING SKILLS**

#### **“Understanding the Law and the Process: From Arrest to Probation”, Author Wendy B. Sellars**

Introducing the legal process from arrest to Probation with author Wendy B. Sellars, twenty year law enforcement officer. Often times in transition, tough situations snowball into greater issues. Attitude adjustments are critical during times of disappointment, financial decline, relationship rejection, and other mental or emotional changes take place. Don't fall prey to confrontation, or bad choices. DCTS has partnered with a local probation officer to help you understand the process from arrest to probation.

#### **Managing Self-care and Awareness: “Image & Behavioral Branding”**

This session will show you how to view yourself differently and avoid judgmental behaviors. This workshop will introduce participants to social images and diverse comparisons to help identify societal norms and bias between cultures.

#### **Daily Tips to maintain mental and emotional stamina: “Defeat the Negative. Motivate Daily.”**

This session will show you how to create a life changing pattern with music, readings, and affirmations to improve your self-esteem, raise your confidence and critical decision making skills.

**Life Skills & Coping Mechanism:** Eight week program that will prepare clients for a successful transition to becoming a productive citizen in their communities. The following classes will be provided: parenting, mentoring, self-esteem, self-confidence, conflict resolution, personality, values, goals, community engagement, and beliefs.

### **EMPLOYMENT SKILLS**

**Interviewing Skills/Dress with a Purpose Program:** Dress with a Purpose Program will address the challenges around interview preparation and challenges in securing employment. After successful completion of the course, free clothing will be to men and women seeking employment contingent upon 3 to 6 month follow-up with a case manager. *(This class is a prerequisite to Image and Behavioral Branding)*

**Work Based Education:** Eight week program that will prepare clients for work and allow them to obtain marketable skills by providing them a certificate. Clients will be taught financial management, budgeting, how to set up and manage a bank account, job search, resume writing, interviewing skills, and dress for success.

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**Computer Training:** Eight to twelve weeks program will provide clients basic computer, keyboarding and internet training. Other classes offered in basic Microsoft Word, Excel and computer based educational learning to include: basic education skills such as reading, writing, and math.

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