



WOMEN'S CAREER SKILLS

DESCRIPTION

Women's Career Skills is designed to assist participants learn, develop and practice advanced skills for a fruitful career. This includes managing their daily habits, preparing for vocational training enrollment and planning for reentry job and career acquisition. This program includes four modules:

Communicating at Work

1. Communication Skills
2. Workplace Technology
3. Responsible Digital Use

Connecting with Others

1. Practicing Empathy
2. Understanding Culture
3. Managing Conflict

Planning Ahead

1. Critical Thinking
2. Problem Solving
3. Goal Setting

Personal Growth

1. Self-management
2. Self-acceptance
3. Personal Resilience

Each journal builds on the previous information for the next module in the series.

This curriculum includes Interactive Journals, Facilitator Guides and Companion DVDs.

Employees should consult the program material for length and duration of the class. Program materials and updated SENTRY codes are located under the FSA Programs link on the Reentry Services Division Sallyport page.

LOCATIONS

Available at all BOP institutions with designated females.

NEEDS

Finance/Poverty and Work

PROGRAM DELIVERY

To ensure program fidelity and proper credit, **Women's Career Skills** must be delivered by a Special Populations Coordinator, qualified volunteer, or contractor.