

FAIR SHAKE

DAY 1

BIG QUESTION:	Overview
WHAT IS FAIR SHAKE AND WHAT CAN IT DO FOR ME?	Personal Intros, Ground Rules/Procedures, Course Intro, Ubuntu, First impressions, handshakes, Computer Basics

Materials / Copies Needed
Anything highlighted needs copied or in student handbook
Folder with about 15 pages of notebook paper stapled together for class notes

Teaching Plan	Student Textbook/Guide Pages
<p>Personal introductions, greet students at the door & shake hands. Discuss first impressions, their importance, & the cues people notice.</p> <p>Go over housekeeping, ground rules, procedures, introduce the course</p> <p>Be sure to mention that we have lesson plans, but what they need is #1.</p> <p>Read the <u>Ubuntu</u> story. How does it apply to Fair Shake?</p>	<p>TL First Impressions</p> <p>“The End of Prison” pg.1-2 in FG</p> <p>FG pg. 5</p> <p>Under “Learn More, Reentry is Complex”</p>
<p>Pass out folders and explain about notes. (Personal Career Profile Folder)</p> <p>Pass out student guides & workbooks. Number pages in Survival Kit workbook.</p>	
<p>Discuss the importance of technology in today’s world (Home – Reentry – Resources – Building – Computer Skills – Computer Basics Tutorial)</p> <p>Importance of social networking on your career</p> <p>Demonstrate the Computer Basics Tutorial: Email, Browsing, Software, Storage, Be Careful</p>	<p>New to technology flyer?</p> <p>Pg. 43-44</p> <p>Computer & Internet Tips handout</p> <p>pg. 6</p>
<p>Closing: Discuss answers to today’s “Big Question”</p> <p>Review today’s main ideas</p> <p>Watch Desmond Tutu video on Ubuntu (2:15)</p> <p>?Homework: Clothing Management & Quiz on First Impressions JLCC</p>	

Additional Resources
Ladybug &/or projector &/or Smartboard for every class session
Computer/ internet
Computer Lab Assignment:
Computer Lab: Basic Computer Skills
Page. 62-63
“How to separate fact & fiction online” on Life Skills page.

FAIR SHAKE

DAY 2

BIG QUESTION:	Overview
WHAT ARE MY PLANS FOR MY FIRST DAY OUT? WHAT ARE MY PLANS FOR MY FIRST WEEK OUT?	Listening skills, Quick Start Guide, & Site Map

Materials / Copies Needed

Anything highlighted needs copied or in student handbook

Additional Resources

Ladybug &/or projector &/or Smartboard for every class session
Computer/ internet

Teaching Plan	Student Textbook/Guide Pages
Greet students at the door & shake hands. (Teddy Roosevelt story?) Review yesterday's main ideas & intro today's Big Question. Stress that Fair Shake is a starting point in your life, not an end. "Listening/Communication" Lesson from Teen Leadership SOLER & Barriers	Handouts from TL SOLER & Barriers to Communication
Pass out & discuss the Pre-release, First Day Out & First Month Out handouts so that they can begin collecting the paperwork, forms, documentation they are going to need.	
On Smartboard: Website tour at https://www.fairshake.net/about-fair-shake/website-tour/ Click on Formerly/Currently Incarcerated People – Read & discuss Go to Critical Documents: 1. DL/ID 2. ObamaCare 3. Education Training Certificates 4. BC 5. SS App (If you've been incarcerated for over a year, you need to re-apply for SSI benefits)	Pg. 36-38
Closing: Discuss answers to today's "Big Question" Review today's main ideas Online Article, "You Just Got Out of Prison, Now What?" NY Times OP DOC – "A Ride Home from Prison" Video: "Beyond Prison" followed by article from Summer 2011, YES magazine.org On "Women's Success after Incarceration"	

Computer Lab Assignment:

Review Computer Skills
Quick Start Guide:
Exploring Re-Entry Resources
Employment Support
Free Education Opportunities (Not on Traditional, but Life Skills: managing time, Cooking, employment skills, free online books)

FAIR SHAKE

DAY 3

BIG QUESTION:	Overview
WHAT BENEFITS CAN I GET OUT OF BEING AN OFFICIAL FAIR SHAKE MEMBER?	Benefits of Fair Shake Membership, More Navigating and Exploration Of the Fair Shake Software

Teaching Plan	Student Textbook/Guide Pages
<p>Handshake practice as entering; review yesterday's main points Introduce today's BIG Question. Read & Discuss "Benefits of FS Membership" Videos: Membership Intro Video (online you have 15,000 entries & resources) Sign In / Become a Member Resources are available without being a member, but they strongly suggest Membership so you can save information.</p>	Pg. 24-29
<p>Demonstrate use of the Site Map & Member Toolbox on Smartboard</p> <ol style="list-style-type: none"> 1. Directory of Resources (skip for now?) 2. Document & Photo Storage 3. Tutorials for Tools 4. Fair Shake email 5. Membership Card 6. Personal Web Page (having your own personal webpage shows: 1. Ownership 2. Initiative 3. Character 4. Computer skills) 	Web Page Tutorial Print out
<p>Closing: Discuss BIG Question discoveries for today. Video: "Terrell's First Year Reflection" "Moral Failure" (Motivational, body in prison; mind is free)</p>	

Materials / Copies Needed

Anything highlighted needs copied or in student handbook

Additional Resources

Ladybug &/or projector &/or Smartboard for every class session
 Computer/ internet

Computer Lab Assignment:

Remember...you can't click on something, save it, and expect to have it later. (Maybe make up a list to put on a flashdrive & print for them later?)

Find "Useful Documents" (include Social Services) and list. Find the following:

1. OKDHS Request for Benefits
2. "Applying for Food Benefits" brochure
3. How do I apply for SNAP?
4. OKDHS Rights & Responsibilities
5. SS - "What Offenders Need to Know"
6. Mythical Benefits for former offenders

"Get the Most from Fair Shake". Explore using the Site Map & Member Toolbox.

FAIR SHAKE

DAY 4

BIG QUESTION:	Overview	Materials / Copies Needed Anything highlighted needs copied or in student handbook
WHAT ARE RESOURCES AND WHICH ONES CAN BENEFIT ME?	Re-Entry Resources, Creating a Personal Data Folder, Custom Re-Entry Packet Builder, Navigating the Resource Directory	
Teaching Plan	Student Textbook/Guide Pages	Additional Resources
Greet students at the door & shake hands. (Teddy Roosevelt story?) Review yesterday's main ideas & intro today's Big Question. Video: "ReEntry Resources" Remember, resources are available even if you aren't a member, but you can't save them.		Ladybug &/or projector &/or Smartboard for every class session Computer/ internet
On Smartboard: Website tour at https://www.fairshake.net Go to "Welcome to the Resource Directory". Show in class: -Custom Reentry Packet Builder...-Intro...-Resource Directory...		Computer Lab Assignment: Explore Re-Entry Resources: <ol style="list-style-type: none"> 1. Job Training 2. Staffing Agencies 3. Felony-friendly employers 4. Housing 5. Family Support 6. Medical & Dental Care 7. Food 8. Financial Literacy 9. Mental Health Support 10. Voting and Licensing information 11. Opportunities to volunteer
Closing: Discuss their responses to the Big Question. If time, discuss personal success stories as a warm-up for tomorrow. Homework: Self-Awareness Assessment Video: Make Your Bed		

FAIR SHAKE

DAY 5

BIG QUESTION:	Overview
WHAT DOES BEING SELF-AWARE MEAN & HOW CAN IT HELP ME BE SUCCESSFUL?	Self-Assessment, Self-Awareness, Pre-Employment, EQ, EI

Materials / Copies Needed

Anything highlighted needs copied or in student handbook

Teaching Plan	Student Textbook/Guide Pages
Greet students at the door & shake hands. Review yesterday's main ideas & intro today's Big Question. Personality Words Think about what you do well? What you enjoy doing? An accomplishment that you're proud of?	Self-Assessments in Survival Kit WB Pg. 35-40 and pg. 16-18* Pg. 56 - 59 Accomplishments & Skills WS
Discuss EQ & EI differences, importance of knowing, etc. How EQ applies to the workplace How to Increase your EQ How EQ & Soft/Hard skills correlate People rarely get fired for lack of knowledge. They often get fired for poor attitude, poor performance, or unwillingness to work with others.	EQ Quiz IPOSSESS from TL
Closing: Discuss the answers to the Big Question Videos: "Why Emotional Quotient is More Important than IQ" "7 Practical Ways to Increase Your Emotional Intelligence" Homework – Be thinking about your living expenses / budget	Build a Budget (SK pg. 27-31)

Additional Resources

Ladybug &/or projector &/or Smartboard for every class session
Computer/ internet

Computer Lab Assignment:

Anything on EQ/IQ/Soft/Hard Skills

FAIR SHAKE

DAY 6

BIG QUESTION	Overview
WHAT IS THE BEST POSSIBLE WAY TO NAVIGATE MY JOB SEARCH?	Building a Budget, Job Search tips, Tips on convincing Employers to Hire Former Offenders, Entrepreneurship

Materials / Copies Needed

Anything highlighted needs copied or in student handbook

Teaching Plan	Student Textbook/Guide Pages
<p>Greet students at the door & shake hands. Review yesterday's main ideas & intro today's Big Question. Discuss Budgets & connect to employment search. Employment Flow Chart demo (explanation pg. 86) Navigating the Job Search</p> <p>"Fair Chance" Employers: Discuss Bondability, WOTC, EEOC, etc. (Bondability is through a federal grant. Employers can sign you up & feel more "comfortable" because they have "insurance" for 6 months. Also, employer gets a tax credit for 1 or 2 years?)</p>	<p>Money Matters lesson (JLCC) Employment Tips handout Flyers on the website, Copies of Employer Support pg., CIMC handout</p>
<p>Video: "Convincing Companies to Hire Inmates after Prison is a Challenge" (3:13) Starting Your Own Business</p>	<p>Handout of Employers Who Hire Felons Handouts</p>
<p>On Smartboard: https://www.fairshake.net Go to Re-Entry – then Employment & explore topics there Also demo "indeed.com, simplyhired.com, Monster.com, LinkedUp.com http://jobsforfelonshub.com/</p>	<p>Pg. 36-38</p>
<p>Closing: Discuss/share discoveries on today's topic. Videos: "How to Get the Job #1 and #2", "How to Build Confidence Before a Job Interview"</p>	

Additional Resources

Ladybug &/or projector &/or Smartboard for every class session
Computer/ internet

Computer Lab Assignment:

Review Computer Skills:
Watch Video on Physical Networking
And Making Your Elevator Pitch
Assignment: Write your own 15-second sales pitch.

FAIR SHAKE

DAY 7

BIG QUESTION:	Overview
WHAT ARE THE BEST TECHNIQUES FOR ME TO USE WHEN I FILL OUT A JOB APPLICATION OR AN APPLICATION OF ANYKIND?	Job Search / Applying, Filling out Applications, Writing Tips, Ban the Box, Background Checks, Stakeholders

Materials / Copies Needed

Anything highlighted needs copied or in student handbook

Additional Resources

Ladybug &/or projector &/or Smartboard for every class session
Computer/ internet

Teaching Plan	Student Textbook/Guide Pages
<p>Greet students at the door & shake hands. Review yesterday's main ideas. Introduce today's Big Question.</p> <p>Demonstrate with sample application on Smartboard. Include: Writing tips (tell about Pizza Hut apps), Ban the Box (Target & WalMart), Discuss background checks & self-disclosure about conviction</p>	<p>Copies of same application for notes (yellow book pg. 41 & 42?) CIMC – Applications & Resumes: "Disclosing a Felony Conviction"</p>
<p>Letters of Explanation If time: On Smartboard, go to Re-Entry Resources – Employment- Stakeholders Who are your Stakeholders?</p>	<p>Handout – Letters of Explanation</p>
<p>Closing: Discuss answers to today's "Big Question" Review today's main ideas Video: Scott Series: "How to Get the Job #3", "Like a Girl", "Interviewing Strategies: What Employers Want: Skills & Attitudes" ?Homework: Read pages 1-7 In Survival Kit book about Seeking Employment / Resume to prepare for tomorrow.</p>	

Computer Lab Assignment:

Computer Lab:

FAIR SHAKE

DAY 8

BIG QUESTION:	Overview
HOW DO I WRITE A WINNING RESUME & WHAT CAN IT DO FOR ME?	Seeking Employment / Resumes, Preparing for Work, Writing Tips – best words to use, Cover letters

Materials / Copies Needed

Anything highlighted needs copied or in student handbook

Additional Resources

Ladybug &/or projector &/or Smartboard for every class session
Computer/ internet

Computer Lab Assignment:

Computer Lab: Is there a word processor on the computer lab computers so that those who want can make up a resume, I could put it on a flashdrive, and print a few copies for them?

Teaching Plan	Student Textbook/Guide Pages
<p>Greet students at the door & shake hands. Review yesterday's main ideas and introduce today's topic, "Winning Resumes" What did they learn from last night's reading assignment? (SK book pg. 1-7)</p> <p>R-D Preparing for Work / "Resume Guide" in the Fair Shake book (Pg. 48-55) and "Best Words for Your Resume" Review Writing Tips & importance of proofreading (even reading backwards) Cover Letters pg.63 Good, short resume example in CIMC</p>	<p>Fair Shake book pg. 48-55</p> <p>FS book pg. 63 (Cover Letters) Copies of resume examples</p>
<p>.On the Smartboard: Visit Resume section of FS website Go to www.rawresume.com "The Complete Guide to a Winning Resume Cheat Sheet" Should also be a site for "Best Resumes & Letters for Ex-Offenders"</p>	
<p>Closing: Share & discuss answers to today's "Big Question" Review today's main ideas Video: Scot Silverman "How to Get the Job #4" &/or "Making Get a Job, Your Job"</p>	

FAIR SHAKE

DAY 9

BIG QUESTION:	Overview
WHAT CAN YOU TELL ME ABOUT INTERVIEWING THAT I DON'T ALREADY KNOW?	Interviewing tips, How to Impress Employers, Why people aren't hired, Background checks, Preparing for work

Materials / Copies Needed
Anything highlighted needs copied or in student handbook
Additional Resources
Ladybug &/or projector &/or Smartboard for every class session Computer/ internet
Computer Lab Assignment:
Computer Lab: Finish Resumes & Cover Letters. May do a "Thank You " letter if time.

Teaching Plan	Student Textbook/Guide Pages
Greet students at the door & shake hands. Video: "How to Get the Job 5: The Interview" Discuss Interview Tips Discuss FS Preparing for Work: Criminal History in the Interview CIMC has Illegal Interview Questions & The Do's and Don't's for Tough Questions	FS Yellow book pg. 40
Do some role playing, take turns being interviewer & interviewee. Discuss reasons why people aren't hired If time : Read/discuss parts of the Owner's Manual	Handout: The Most Common Reasons People Aren't Hired
Closing: Discuss answers to today's "Big Question" Review today's main ideas. Make the Pocket Owner's Manual (FS Suggests taking it along on interviews to help bolster confidence) Video: "How to Seem Confident in an Interview"	Pocket Owner's Manual Copies

FAIR SHAKE

DAY 10

BIG QUESTION: I'VE GOT A JOB, SO NOW WHAT?	Overview More interview tips and role plays, Keeping the Job, Staying within a Budget, Being responsible in the workplace	Materials / Copies Needed Anything highlighted needs copied or in student handbook
Teaching Plan Greet students at the door & shake hands. Review yesterday's main ideas and introduce today's Big Question? Finish up Interviewing with "Interview Questions for YOU to Ask?" More mock interviews &/or demonstrations taking turns being interviewer/interviewee First Day of Work (Yellow book pg. 39) Switch to Employment Tips / "Keeping the Job" CIMC "Keeping the Job" Situations to Role Play Being Responsible in the Workplace pg. 113 Staying within a Budget pg. 91-92 If there's time...Discuss "Dealing with Rejection" Closing: Discuss answers to today's "Big Question" Review today's main ideas Video: "Tips to Answering Interview Questions with Confidence"	Student Textbook/Guide Pages " Interview Questions for YOU to Ask Handout	Additional Resources Ladybug &/or projector &/or Smartboard for every class session Computer/ internet Computer Lab Assignment: Go to FS Info Center and check out all the magazine articles.

BIG QUESTION:	Overview
WHAT IS SWELLNESS AND HOW CAN I USE IT?	Educate Yourself, Swellness, Mental & Physical Health, Transition & Motivation Tips

Materials / Copies Needed

Anything highlighted needs copied or in student handbook

Teaching Plan

Shake hands and greet as they enter the room. Review yesterday's main ideas.

Smartboard:
Most of this is on FS Website:
Go to: -Educate Yourself – Life Skills – Bottom of Page – Physical Activity – Swellness: Hit the high points on... Mental Health / Stress , Physical Well-being, Mind over Matter And find.... "Helpyourselftherapy.com"

Assign Pairs to present each one of these tomorrow:

1. Transition tips	2. Motivation Tips	3. Managing Anger
4. Relationships	5. Depression	6. Watching TV
7. Culture Shock		

Find your topic in the computer lab & take notes of main ideas to present tomorrow.

Closing: Discuss answers to today's "Big Question"

Review today's main ideas

Video: "What Children Can Teach Us about Love" &/or Nick Vujjic's Bullying Video

Homework: Write ½ page critique about this FS Class...comments, compliments, concerns, etc. (anonymously, of course)

Student Textbook/Guide Pages

Mental Health & Stress pg. 79

Relationships – Proceed with Caution PDF
Handling Frustration (Yellow pg.5)
Managing Anger (Yellow pg. 6-9)
Dealing with Rejection (Yellow pg. 4)
Motivational Tips PDF
Culture Shock PDF (yellow pg. 73)

Transition (yellow pg. 3)

Anger (SK pg. 45-46)

Additional Resources

Ladybug &/or projector &/or Smartboard for every class session

Computer/ internet

Computer Lab Assignment:

Computer Lab: Presentation notes on Swellness topics.

FAIR SHAKE

DAY 12

<p>BIG QUESTION:</p> <p>WHAT IS CULTURE SHOCK AND HOW DO I PREPARE FOR IT? Or WHAT WILL I REMEMBER FROM FAIR SHAKE?</p>	<p>Overview</p> <p>Culture Shock, Ownership Manual, Transition Tips, Great Habits, Self-Worth</p>	<p>Materials / Copies Needed</p> <p>Anything highlighted needs copied or in student handbook</p> <p>Paper plate, fine china plate</p>									
<p>Teaching Plan</p> <p>Greet students at the door & shake hands. Review yesterday's main ideas & introduce today's topics. Open with "10 Great Habits" magazine article</p> <p>Pair Presentations:</p> <table border="0"> <tr> <td>2. Transition tips</td> <td>2. Motivation Tips</td> <td>3. Managing Anger</td> </tr> <tr> <td>4. Relationships</td> <td>5. Depression</td> <td>6. Watching TV</td> </tr> <tr> <td>7. Culture Shock</td> <td></td> <td></td> </tr> </table> <p>Briefly discuss the text on Culture Shock & the Ownership Manual Stress that Fair Shake is a starting point, not an end. Find something on the Aborigines in Australia and happiness???</p> <p>Closing: Discuss answers to today's "Big Question" Review today's main ideas</p> <p>Brainstorm a list of 5-10 words that describe the paper plate, and then do the same for the China plate. Make the analogy about the ladies and how they allow themselves to be treated in relationships.</p> <p>Be Fine China demonstration...last thing!</p>	2. Transition tips	2. Motivation Tips	3. Managing Anger	4. Relationships	5. Depression	6. Watching TV	7. Culture Shock			<p>Student Textbook/Guide Pages</p> <p>Ownership Manual Copies</p>	<p>Additional Resources</p> <p>Ladybug &/or projector &/or Smartboard for every class session Computer/ internet</p> <p>Computer Lab Assignment: Computer Lab: Read about Ubuntu: Building Social Fabric, Free time to explore anything of interest in Fair Shake &/or finish up any projects.</p>
2. Transition tips	2. Motivation Tips	3. Managing Anger									
4. Relationships	5. Depression	6. Watching TV									
7. Culture Shock											