

# Teen Education and Enrichment Programs

## MCCA Work Ready Certificate Manual

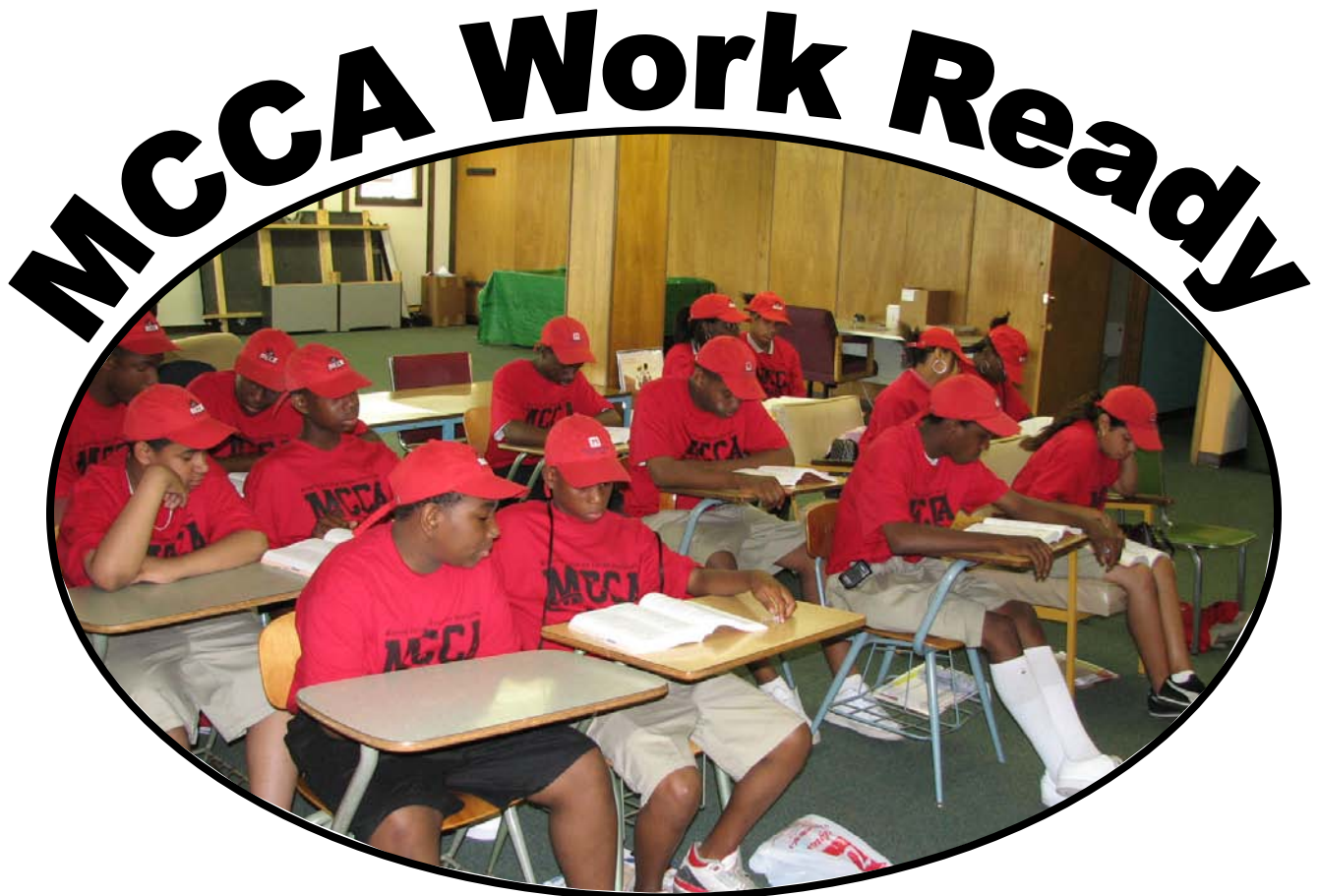
Part 1: Life Skills

Part 2: Job Readiness

Part 3: Finding a Job

Part 4: Visiting Potential Employers

Part 5: Working Well with Others



“BUILDING FUTURE LEADERS”

### MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

158 Branch Street  
Hartford, WI 53027

Office: 1-262-397-8663

Fax: 1-262-397-8664

Email: [mcca@mccasports.org](mailto:mcca@mccasports.org)

**MCCA**  
*Sports*  
*Ministry*



# MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

510 East Burleigh Street, Milwaukee, WI 53212

Office: 1-414-466-3825 Fax: 1-414-466-3827 Email: mccasports@yahoo.com

<b>MCCA Work Ready Certificate Program</b>			
<b>Part 1 Life Skills</b>	<b>Level 1 Student</b>	<b>Level 2 Student</b>	<b>Level 3 Student</b>
Healthy Relationships	X	X	X
Good Hygiene Habits	X	X	X
Anger Management	X	X	X
Time Management	X	X	X
Learning to be Accountable	X	X	X
<b>Part 2 Job Readiness</b>	<b>Level 1 Student</b>		
Assessing Your Personal Skills	X	X	X
Communicating With Others	X	X	X
Benefits of Working	X	X	X
Volunteering and Internships	X	X	X
How to Write a Resume	X	X	X
<b>Part 3 Finding a Job</b>		<b>Level 2 Student</b>	
Attending Job Fairs	NA	X	X
Searching for Employment	NA	X	X
<b>Part 4 Visiting Potential Employer</b>		<b>Level 2 Student</b>	
Dressing For Success	NA	X	X
Filling Out an Application	NA	X	X
Interviewing	NA	X	X
<b>Part 5 Working With Others</b>			<b>Level 3 Student</b>
Learning Your Job	NA	NA	X
Working with a Team Concept	NA	NA	X
Ethics in the Work Place	NA	NA	X

# Teen Education and Enrichment Programs

## Part 2 Job Readiness:

Workshop 6: Assessing Your Personal Skills

Workshop 7: Communicating With Others

Workshop 8: Benefits of Working

Workshop 9: volunteering and Internships

Workshop 10: How to Write a Resume

# MCCA Work Ready



“BUILDING FUTURE LEADERS”

## MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

158 Branch Street  
Hartford, WI 53027

Office: 1-262-397-8663

Fax: 1-262-397-8664

Email: [mcca@mccasports.org](mailto:mcca@mccasports.org)

**MCCA**  
*Sports*  
Ministry

# Part 2

# Job Readiness

## Workshops # 6

### Assessing Your Personal Skills

- A. Assessing Your Personal Leadership Skills
- B. Developing a Positive Mental Attitude
- C. 15 Personal Skills You Need on the Job

## Workshops # 7

### Communicating With Others

- A. Communicating Skills-Start Here!
- B. How to Improve Communication
- C. Non-Violent Communication

## Workshops # 8

### Benefits of Working

- A. Why Teens Should Work Retail
- B. 5 Reason Why Teenagers Should Have an After-School Job
- C. Teenage Work Ethic

## Workshops # 9

### Volunteering and Internships

- A. Gain Work Experience Through Volunteering
- B. Volunteering
- C. Finding a Summer Job or Internship

# Part 2

# Job Readiness

## Workshops # 10

### How to Write a Resume

- A. Resumes for Teens
- B. Seven First Time Resume Concerns
- C. How to Address Your Background
- D. Resume Template for Teens

# Teen Education and Enrichment Programs

## Part 2 Job Readiness: Workshop #6

### Assessing Your Personal Skills

- A. Assessing Your Personal Leadership Skills
- B. Developing a Positive Mental Attitude
- C. 15 Personal Skills You Need on the Job

# MCCA Work Ready



“BUILDING FUTURE LEADERS”

## MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

158 Branch Street  
Hartford, WI 53027

Office: 1-262-397-8663

Fax: 1-262-397-8664

Email: [mcca@mccasports.org](mailto:mcca@mccasports.org)

**MCCA**  
*Sports*  
*Ministry*

# Assessing Your Personal Skills

## Assessing Your Personal Leadership Skills

When I was a kid, every once in a while my parents would back my brother, Larry, and I up to a doorframe, lay a ruler across our heads, and mark a line with a pencil to chart our growth. They would then write the date next to it. It was always exciting to see how much I'd grown since my last measurement.

If only measuring our effectiveness as a leader was so easy. Why is it so hard to get a clear picture of our own strengths and weaknesses?

Self evaluation means:

- Being willing to critique myself.
- Asking for and accepting honest feedback from those who can most accurately assess our leadership-those who follow us.
- Exercising self-discipline.

This last point is perhaps the hardest. I define self-control, in the beginning of life, as the choice of achieving what I really want by doing things I really don't want to do. Once this becomes a habit, discipline becomes the choice of achieving what I really want by doing the very things I now want to do! I really believe that a disciplined life becomes a joy – but only after we have worked hard to practice it.

All great leaders have understood that their number one responsibility is cultivating their own discipline and personal growth. Those who cannot lead themselves cannot lead others.

Here's what I call the START plan for becoming a disciplined leader:

- **START ON YOURSELF** - We'd all rather focus on changing everyone else to conform to us. The only problem with that is we end up with an organization full of people who reflect our weaknesses!
- **START EARLY** - I'm grateful for parents who taught me the value of a disciplined lifestyle early on.
- **START SMALL** - A simple plan will more likely bear fruit than anything elaborate will. Remember the value of small things, consistently practiced over time, in transforming a life.
- **START NOW** - The will to prepare is more important than the will to succeed. The dream to succeed, apart from the will to prepare, is simply wishful thinking.
- **START ORGANIZED** - Those who take time to organize have a special power. Organizational skills allow for the possibility of gaining stamina and momentum as your successes build. You gain a reputation as the person who always follows through.

# Assessing Your Personal Skills

Now that you've started down the road of self-evaluation, receiving constructive criticism, and self-discipline, you're ready to determine where you are as an effective leader.

Adopted From:

<http://www.saifulzamandzulkifly-blog.com/2009/06/assessing-your-own-leadership-skills-by.html>

## 12 Traits to Have

**Carefulness**—tendency to think and plan carefully before acting or speaking.

**Cooperation**—tendency to be likable and cordial in interpersonal situations.

**Creativity**—tendency to be imaginative and to think "outside the box."

**Discipline**—tendency to be responsible, dependable, and follow through with tasks without becoming distracted or bored.

**Goodwill**—tendency to be forgiving and to believe that others are well intentioned.

**Influence**—tendency to impact and dominate social situations by speaking without hesitation and often becoming a group leader.

**Optimism**—tendency toward having a positive outlook and confidence in successful outcomes.

**Order**—tendency to be neat and well organized.

**Savvy**—tendency to read other people's motives, understand office politics, and anticipate the needs and intentions of others.

**Sociability**—tendency to enjoy being in other people's company and to work with others.

**Stability**—tendency to maintain composure and rationality in situations of actual or perceived stress.

**Striving**—tendency to have high aspiration levels and to work hard to achieve goals.

Adopted From:

<http://www.act.org/workkeys/assess/talent/measure.html>

# Assessing Your Personal Skills

## Developing a Positive Mental Attitude

A positive mental attitude is a 'must' for all who wish to make life pay off on their own terms. Nothing great was ever achieved without a positive mental attitude.

Recognize that your mental attitude is the one and only thing over which you, and you alone, have complete control, and exercise the privilege of taking possession of and directing your mind with a positive mental attitude.

Realize, and prove to your own satisfaction, that every adversity, failure, defeat, sorrow and unpleasant circumstance, whether of your own making or otherwise, carries with it the seed of an equivalent benefit which may be transmuted into a blessing of great proportions.

Learn to close the door of your mind on all the failures and unpleasant circumstances of the past, and clear your mind so that it can operate in a positive mental attitude.

Find out what you want most in life and begin getting it, right where you now stand, by helping others to acquire similar benefits, thus putting into action that magic success principle: the habit of going the extra mile.

Select the person who, in your opinion, is the finest person in the entire world, past or present, and make that person your pacemaker for the remainder of your life, emulating him or her in every possible way.

Determine how great a supply of material riches you require, set up a plan for acquiring it, and then adopt the principle of not too much, not too little by which to govern your future ambition for material things. Greed for an over-abundance of material things has destroyed more people than any other cause.

Form the habit of saying or doing something every day which will make another person, or persons feel better. You can do this by a phone call, a kind word in passing, dropping a postal card, or by doing some other kindness for another. A good inspirational book placed in the hand of one who needs it could, for example, work wonders in the life of that person.

Adopted From:

<http://www.saifulzamandzulkifly-blog.com/2009/06/what-steps-can-you-take-to-develop.html>

# Assessing Your Personal Skills

## 15 Personal Skills You Need on the Job

*December 30, 2006*

Employers are looking for workers who have that special something: the skills, tendencies and attributes that help to keep productivity—and profits—up.

What are they? Businesses are looking for employees with strong "personal" skills, according to ACT research. Keep these in mind, because employers certainly are.

**Carefulness:** Do you have a tendency to think and plan carefully before acting? This helps with reducing the chance for costly errors, as well as keeping a steady workflow going.

**Cooperation:** Willingness to engage in interpersonal work situations is very important in the workplace.

**Creativity:** You've heard of "thinking outside the box"? Employers want innovative people who bring a fresh perspective.

**Discipline:** This includes the ability to keep on task and complete projects without becoming distracted or bored.

**Drive:** Businesses want employees who have high aspiration levels and work hard to achieve goals.

**Good attitude:** This has been shown to predict counterproductive work behaviors, job performance and theft.

**Goodwill:** This is a tendency to believe others are well-intentioned.

**Influence:** Groups need strong leaders to guide the way. Influence includes a tendency to positively impact social situations by speaking your mind and becoming a group leader.

**Optimism:** A positive attitude goes a long way toward productivity.

**Order:** "Where did I put that?" A tendency to be well organized helps employees to work without major distractions or "roadblocks."

**Safe work behaviors:** Employers want people who avoid work-related accidents and unnecessary risk-taking in a work environment.

# Assessing Your Personal Skills

**Savvy:** This isn't just about job knowledge, but knowledge of coworkers and the working environment. It includes a tendency to read other people's motives from observed behavior and use this information to guide one's thinking and action.

**Sociability:** How much you enjoy interacting with coworkers affects how well you work with them.

**Stability:** This means a tendency to maintain composure and rationality in stressful work situations.

**Vigor:** This is a tendency to keep a rapid tempo and keep busy.

Adopted from:

[http://www.presentations.com/msg/content\\_display/training/e3ied0764c52ea0c6b7a858277ba7f9e652?imw=Y](http://www.presentations.com/msg/content_display/training/e3ied0764c52ea0c6b7a858277ba7f9e652?imw=Y)