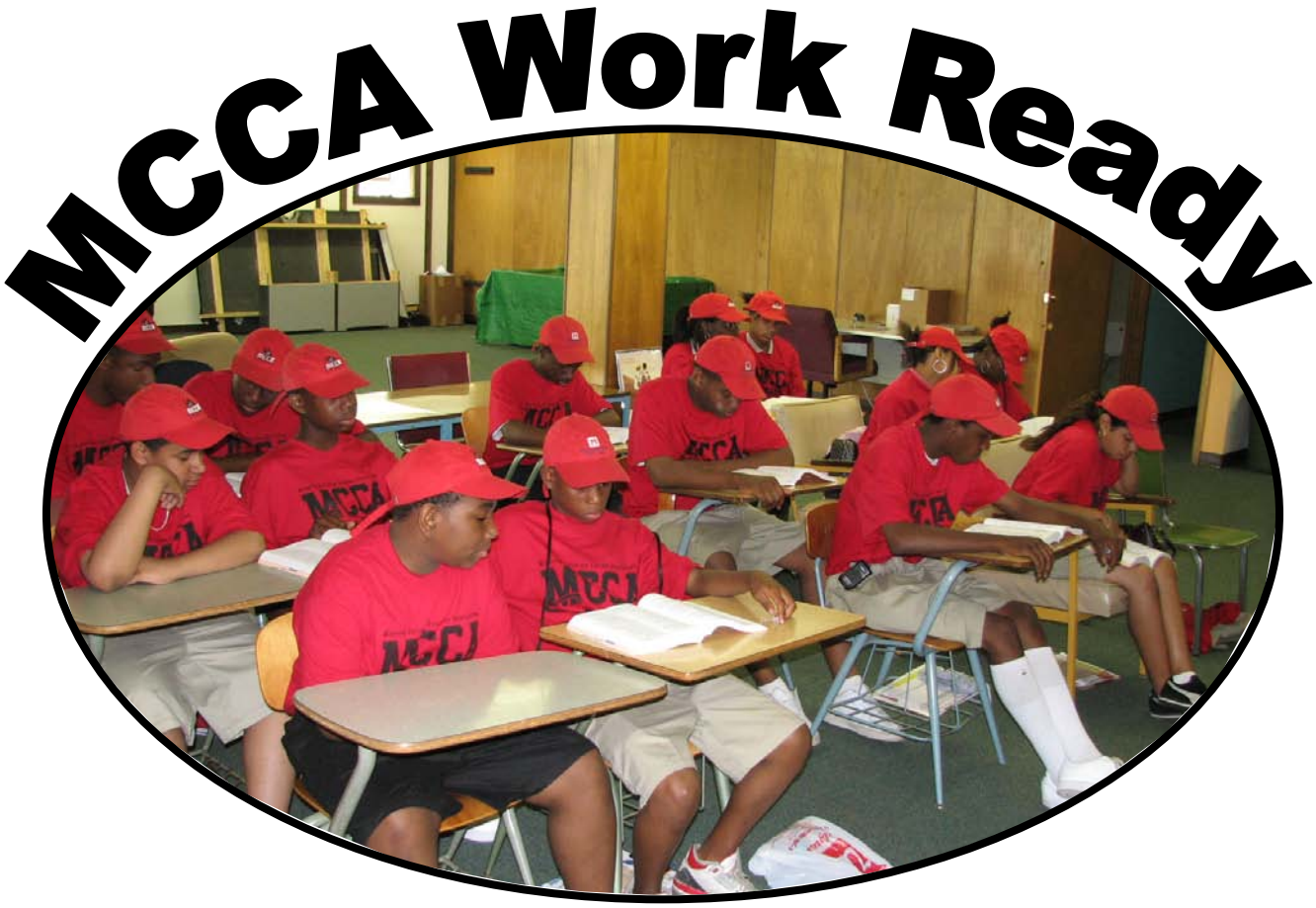
Teen Education and Enrichment Programs

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

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Teen Education and Enrichment Programs

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MCCA Work Ready Certificate Program

Part 1 Life Skills	**Level 1 Student**	**Level 2 Student**	**Level 3 Student**
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
Part 2 Job Readiness	**Level 1 Student**		
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
Part 3 Finding a Job		**Level 2 Student**	
Attending Job Fairs	NA	X	X
Searching for Employment	NA	X	X
Part 4 Visiting Potential Employer		**Level 2 Student**	
Dressing For Success	NA	X	X
Filling Out an Application	NA	X	X
Interviewing	NA	X	X
Part 5 Working With Others			**Level 3 Student**
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 1 Life Skills:

Workshop 1: Healthy Relationships
Workshop 2: Good Hygiene Habits
Workshop 3: Anger Management
Workshop 4: Time Management
Workshop 5: Learning to be Accountable

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MCCA Sports Ministry

Part 1 Life Skills

Workshops # 1

Healthy Relationships

A. **Healthy Relationships: A Guide for Teens**
B. **10 Tips for Building Healthy Relationships**

Workshops # 2

Good Hygiene Habits

A. **Defining Hygiene**
B. **Personal Hygiene**
C. **Tips for Good Hygiene**

Workshops # 3

Anger Management

A. **4 Myths About Anger**
B. **Managing Anger**
C. **Anger Management Counseling**

Workshops # 4

Time Management

A. **Time Management Principles**
B. **Step By Step Approach To Time Management**

Workshops # 5

Learning to be Accountable

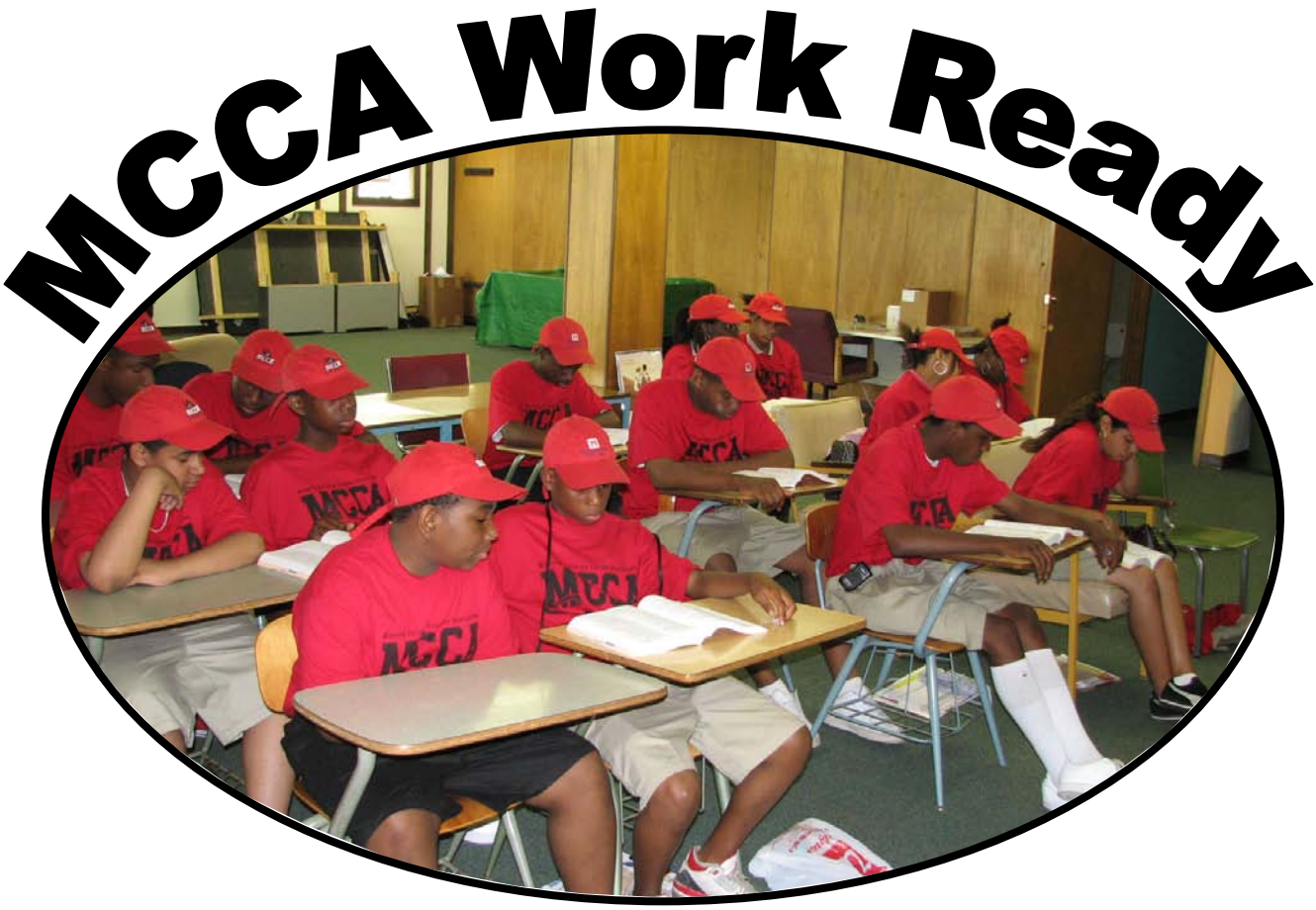
A. **Becoming An Accountable Teen**
B. **Critical Thinking**
C. **Assumptions, Inferences and Evaluations**

Teen Education and Enrichment Programs

Part 1 Life Skills: Workshop #2

Good Hygiene Habits

A. Defining Hygiene
B. Personal Hygiene
C. Tips for Good Hygiene



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Good Hygiene Habits

What is Hygiene?

Hygiene is a fancy term that really only refers to the steps you take to keep clean and healthy. You are a very important person and you are responsible for keeping yourself special and healthy. Hygiene is what keeps and promotes the health of people and the community. There are clean living habits everyone should try to follow. Let's learn the importance of cleanliness.

Hygiene is commonly understood as preventing infection through cleanliness. In broader call, scientific terms hygiene is the maintenance of health and healthy living. Hygiene ranges from personal hygiene, through domestic up to occupational hygiene and public health; and involves healthy diet, cleanliness, and mental health.

The term hygiene originates as a reference to Hygieia, who was a daughter of Asclepius and the goddess of health, cleanliness and sanitation.

Outward signs of good hygiene include the absence of visible dirt (including dust and stains on clothing) or of bad odor/smells. Since the development of the germ theory of disease, hygiene has come to mean any practice leading to the absence of harmful levels of bacteria.

Good hygiene is an aid to health, beauty, comfort, and social interactions. It directly aids in disease prevention and/or disease isolation. (That is, good hygiene will help keep one healthy and thus avoid illness. If one is ill, good hygiene can reduce one's contagiousness to others.)

Washing (with water) is the most common example of hygienic behavior. Washing is often done with soap or detergent which helps to remove oils and to break up dirt particles so they may be washed away. Frequent hand washing is among the most common hygienic advice.

Hygienic practices—such as frequent hand washing or the use of autoclaved (and thus sterilized) water in surgery/medical operations—have a profound impact on reducing the spread of disease. This is because they kill or remove disease-causing microbes (germs) in the immediate surroundings. For instance, washing one's hands after using the toilet and before handling food reduces the chance of spreading E. coli bacteria and Hepatitis A, both of which are spread from fecal contamination of food. Adequate hygiene requires an adequate and convenient supply of clean water.

Personal hygiene

Daily washing of the body and hair.

More frequent washing of hands and/or face.

Oral hygiene—Daily brushing and flossing teeth.

Good Hygiene Habits

Cleaning of the clothes and living area.

General avoidance of bodily fluids such as feces, urine, vomit, saliva and other bodily fluids.

Not touching animals before eating.

Avoidance of direct or indirect contact with unhygienic people.

Holding a tissue over the mouth or using the upper arm/elbow region when coughing or sneezing, not a bare hand. Alternatively, washing hands afterwards.

Suppression of habits such as nose-picking, touching the face etc.

Washing hands before eating.

Not licking fingers before picking up sheets of paper.

Food preparation and consumption

Maintain good food and cooking hygiene to prevent food poisoning

Cleaning of food preparation areas and equipment for example using designated cutting

boards for preparing raw meats and vegetables.

Institutional dish sanitizing.

Washing of hands after touching uncooked food when preparing meals.

Not using the same utensils to prepare different foods.

Non-sharing of cutlery when eating.

Not licking fingers or hands while or after eating.

Proper storage of food so as to prevent contamination by vermin.

Refrigeration of foods (and avoidance of certain foods in environments where refrigeration is or was not feasible).

Labeling food to indicate when it was produced (or, as food manufacturers prefer, to indicate its best before date).

Good Hygiene Habits

Medicine

Use of bandaging and dressing of wounds.

Use of protective clothing such as masks, gowns, caps, eyewear and gloves.

Sterilization of instruments used in surgical procedures.

Safe disposal of medical waste.

Personal services

Sterilization of instruments used by hairdressers.

Sterilization by autoclave of instruments used in body piercing and tattoo marking.

Personal Reasons

Many people, women in particular, are very conscious of their hygiene needs and practices. This can be a result of being taught of the importance from an early age, from being picked-on at school for head lice or similar, or as a way of making themselves more attractive to the opposite sex.

> Self-esteem, confidence and motivation can all be altered by our body image, often reflected on our ability to care for ourselves and keep good hygiene practices.
> A bright white smile with clean and healthy teeth can endear people to us, whereas brown, unhealthy teeth can cause embarrassment and can alter our sense of well-being.
>
> Healthy hair, skin and nails are signs of a good well-balanced diet and can give us confidence in everyday life.

Social Reasons

Most people hate to be talked about, especially in a negative manner. By ensuring that our body is clean and well presented, we are more assured of projecting a positive body image that reflects our personalities.

> Children should be taught the importance of hygiene and how to achieve good hygiene very early to keep themselves and others healthy and to reduce the risk of being bullied at school.

Health Reasons

If a person is due to go into hospital, sometimes that person becomes very aware of their hygiene. The thought of being vulnerable and exposed to strangers can cause the person to become very strict on their hygiene needs.

If you have cut yourself, the wound should be cleaned and dressed suitably, this can help reduced the risk of infection and pain.
Conditions such as head lice, athlete's foot etc. should be treated immediately to prevent further infections and spread to others.
Hand washing cannot be emphasised enough as this simple action can prevent a plethora of illnesses and disorders developing. Many people 'forget' to wash their hands after using the toilet or before handling foods; this deed can cause a great deal of illness and even death.

Psychological Issues

By being well presented, clean and tidy, people can feel more confident, especially in social situations. Many job interviews and such like are highly dependent of hygiene as many decisions are made by first impressions within the first few minutes of meeting; these decisions are often made in the sub-conscious. Our chances of succeeding either in work or social settings, or even with the opposite sex can be altered by our maintenance of hygiene.

Maintaining hygiene practices helps to reduce the risks of ill health, but equally important affects how we and others perceive ourselves and can influence our levels of confidence and self-esteem which can affect many aspects of our lives. During puberty the body goes through some very important changes increasing the need for a regular regime for maintaining personal hygiene. Many teenagers and indeed parents find these changes embarrassing to discuss and many teenagers can be left in the dark about what they need to do and the products available to them.

Body Odour

Puberty causes the body to produce greater quantities of oils and sweat that can clog up the pores leading to spots acne or sores. This coupled with increased activity can lead to foul smelling and offensive body odour. This subject should be discussed in an informal and gentle manner so as not to make a big issue of it. Teenagers should be able to have free and private access to the bath or shower and by allowing them to choose their own cleansing products, and be encouraged to bathe regularly.

Boys should be told about the occurrence of nocturnal ejaculation and the need for a morning shower, whilst girls should be educated on their menstrual cycle and how this can add to odours.

Parents should discuss the variety of anti-perspirant deodorants available and explain why they are needed; many teenagers believe they can simply spray deodorant as an alternative to washing. Parents or carers must explain that temporarily masking odours does not stop the problem.

Good Hygiene Habits

Hair Removal
Many teenagers class hair removal as becoming an adult. Again they should be educated on why it is done and the products available. They should be taught the correct technique as many of the goods can cause very serious injuries if they are not used correctly.

Oral Hygiene
Being busy with school, establishing a social life and a general increase in the consumption of junk food can all have a detrimental effect on the teeth. Good oral hygiene practices should be part of every life from the moment the child grows their first tooth. It should be a twice daily activity that should become second nature. If you feel your teenager is neglecting their teeth, bring the subject up for discussion. Be sure to mention the consequences of bad breath and how rotten teeth can jeopardise their career options not forgetting how painful dental problems can be. Continue to make their dental appointments for them and encourage attendance.

Menstrual Cycles
Many girls rely on the advice given by their friends, but the mother is the best person for giving accurate information. Always pick a time that ensures privacy and dignity for your daughter and allow plenty of opportunity for questions. Reassure her that there is nothing to be embarrassed about and that it is a fact of life that affects 50% of the world's population. Provide information of the various products available and explain the advantages and disadvantages of each one clearly. She must be educated on the correct usage and disposal of the items and be permitted to select her own method of protection. Always be sure to include the importance of hand-washing with this subject.

Every family has their own way of approaching this subject and there is no right or wrong way of doing it as long as both the parent and child are comfortable enough to ask each other questions.

If open discussion is not a comfortable option, there are many leaflets and books that specialise in this field. By leaving one or two next to your child's bed, they can learn in privacy, and the parent can offer a point for questions at an appropriate time.

Many modern teenagers are leaps and bounds ahead of their parents and maybe practising some of these tasks already. They are usually very aware of the necessity for extra care with hygiene needs as the find their sexuality and attractiveness to the opposite sex.