

# Teen Education and Enrichment Programs

## MCCA Work Ready Certificate Manual

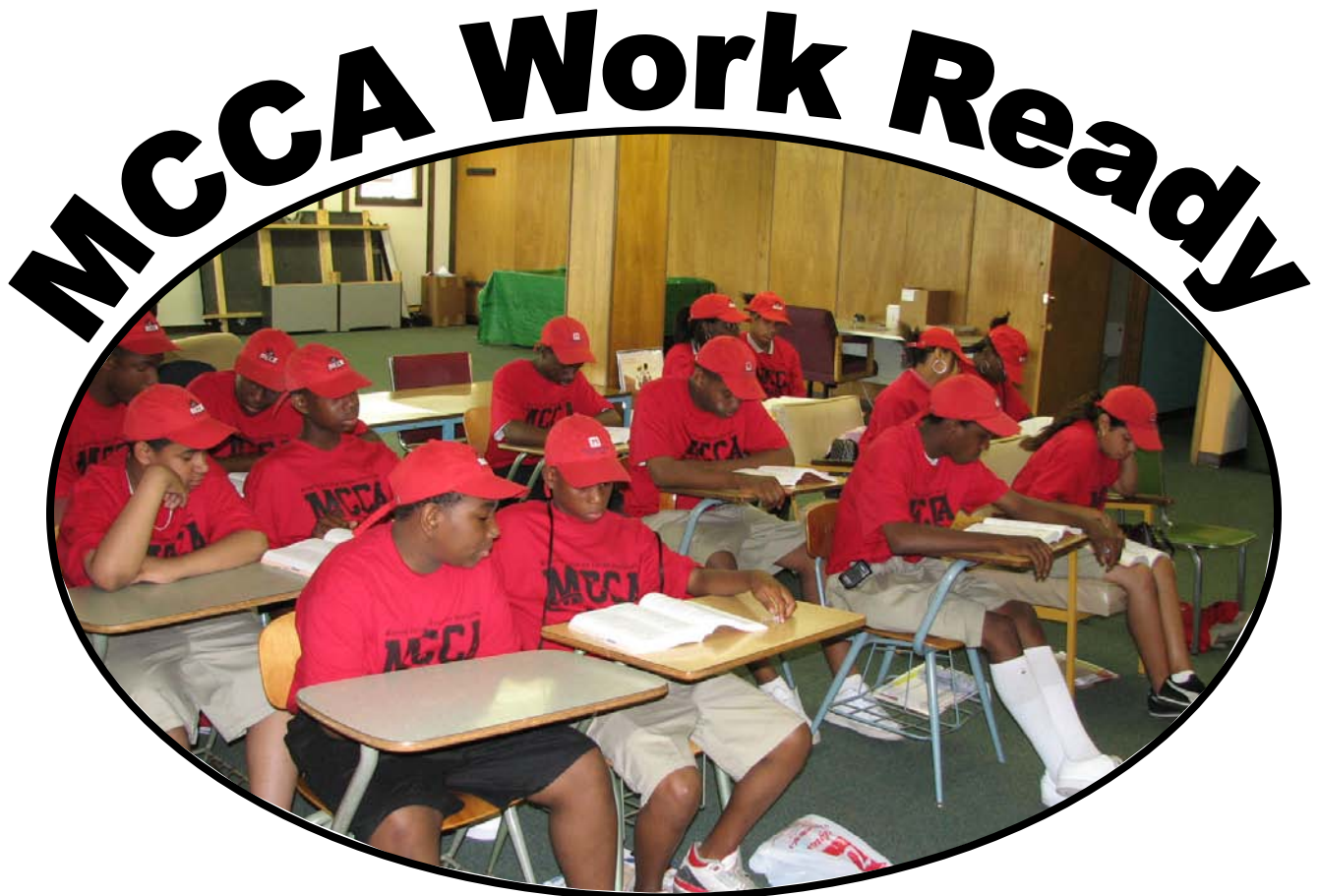
Part 1: Life Skills

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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**MCCA**  
*Sports*  
Ministry



# MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

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<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 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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# 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 #3

### Anger Management

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

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# Anger Management

## 4 Myths About Anger

**Myth 1:** *Aggression is the instinctive way of expressing anger.*

REALITY: Aggression is a learned behavior, acted out by individuals who have poor impulse control and have gotten away with it in the past.

**Myth 2:** *Expressing anger releases and gets rid of it.*

REALITY: This is not necessarily so. Studies indicate that habitual focus on and expression of anger can actually increase hostility.

**Myth 3:** *Tantrums in childhood are healthy expressions of anger.*

REALITY: Tantrums become a way of controlling parents, and: they reinforce the habit of demanding immediate gratification.

**Myth 4:** *You should always express what you feel, including rage and hostility.*

REALITY: It is often beneficial to say what you feel, but not always. It is important to express your feelings in a considerate and respectful manner, not in thoughtless or destructive ways.

### ***Why learn to manage your anger?***

1. Chronic anger is a strain on your cardiovascular system.
2. Considering response options other than rage will reduce the number of occasions on which you antagonize others, and may increase the likelihood of you getting what you really want.
3. Being more positive and less angry about life and other people will make you a happier person.

## **MANAGING ANGER**

### **1. Keep a "rage log"**

How often during the day you engage in aggressive actions, such as slamming doors, honking your horn, yelling at other motorists, or barking at retail clerks? How often do you provoke people to yell, scream, or honk their horns at you?

How often do you have negative thoughts about other people? "What a jerk she is!" "I'd like to punch him!" "Why don't these morons move faster!"

# Anger Management

How often do you blow your cool? Do you shout angrily, fantasize about physically assaulting someone, or even explicitly threaten violence? How often do you find yourself frowning, impatient, irritable, in a hurry, gritting your teeth?

Take a honest look at your hostility level. Even if you think it is everybody else's fault, make note of the frequency and intensity of your rage.

## **2. Talk to yourself.**

Make an agreement with yourself to try to delay getting angry. Don't you have better ways to spend your time than flying into a rage? Many situations are too unimportant for you to explode about. Your time and your health are much too valuable.

Don't jump to conclusions about the motives of the person who is annoying you. The person who is not moving through the traffic light on schedule is not deliberately trying to keep you from getting to work on time and is probably not a stupid idiot either. He or she is probably just tired and momentarily distracted. Besides, you are probably not going to be late anyway.

## **3. Cool It!**

When you become aware of hostile thoughts or attitudes, yell at yourself "Stop!" or "Cool it!" It sounds silly, but yelling "Stop!" at yourself interrupts your anger program, decreasing the likelihood of you steaming yourself up by thinking of past injustices.

## **4. Distract yourself.**

When your assessment of the situation leads you to the conclusion that your irritation is unmerited or not worth the trouble, simply getting your mind off the anger can be effective.

For example, suppose you are waiting in line at the bank. You can become increasingly irritated, or you could read a magazine, book, or newspaper while you wait. You could also simply watching and observing other people.

## **5. Decide what you can do about the situation; then do it and let the anger go.**

Let's go back to the bank. You have a right to be irritated if you are waiting in line. You have several choices. You can complain to the manager. You can also use the ATM, use the bank when it is uncrowded, or change banks. You don't have to stand in line and stream.

## **6. If you are chronically angry, take a look at yourself.**

What belief are you trying to justify? Do you keep finding examples of situations where life is unfair? It isn't fair. Life's unfairness is not a new discovery. What's the point of continually getting mad about it? It's also true that some people are jerks. Why bother getting mad about that?

# Anger Management

## **7. Avoid overstimulation. Get plenty of rest and exercise.**

When your body is in an agitated state, you are more likely to feel and express hostility. Too little sleep, operating under time pressures, and too many competing tasks all contribute to a state of agitation.

Give up or sharply cut back on sweets, caffeine, cigarettes, and/or alcohol. All these contribute to intense reactions and overreactions to people, situations, and stimuli. Steaming yourself up by thinking of past injustices.

## **8. Learn to listen.**

When people talk, do you find yourself impatient, judging, or thinking about what you'll say next? Preoccupation with yourself and your judgments and lack of true attention to what someone else is saying are principal ingredients for angry exchange.

Start listening. Don't jump to conclusions. Fight the urge to break in with your own comments. Try to learn something new by listening. Don't turn conversations into cross-examinations.

## **9. Assume other people have good intentions.**

If you get angry a lot you probably don't trust other people. You assume the worst of them. Many times your evaluation of their motives may not be correct.

Other people may be behaving more reasonably than you credit them for. Try to accept other people as they are, not as you wish they were. When you see a situation from another person's perspective, you will feel less threatened and judgmental.

## **10. Learn to laugh at yourself.**

If you develop a sense of humor about yourself, you can laugh at some of the things that are truly too unimportant to work yourself up about. Getting yourself into and out of a trivial and petty state of anger can be quite amusing. Of course, don't judge yourself **either**.

# Anger Management

## ***Anger Management Counseling***

Anger management counseling can take many different forms and take an individual in a number of different directions.

An anger management counselor might begin with basic educational information, for example, about the purpose of the feeling of anger.

Anger does serve a purpose. It is the energy we use to solve problems. Unfortunately, if we let it go too far, become too intense, then we are dealing with the feeling of rage, and we have moved our bodies into the flight or fight physiology. By the way, this physiology is useful if I am actually threatened, (and can pick the most appropriate of the three choices).

However, fight or flight chemistry in response to the gas bill is inappropriate. Skewering the gas bill will only tear the paper, not kill the dragon.

In fight or flight, I have three behavioral options, run for my life, fight for my life, or freeze.

In order to create some other options, I need to calm down.

There are several ways to do that.

I can take my pulse, and if it is over 100 beats per minute, I need to take a time out, do my HeartMath, go for a walk, change my thinking to change my thought, listen to a relaxation tape, or practice my deep breathing.

## **HeartMath**

HeartMath or heart rate variability biofeedback is an excellent tool to use, not just for anger management, but as a lifestyle tool.

HeartMath is a program for use on your PC which is very simple to use and allows you to train the time between your heart beats. If the time between heart beats, which probably already feels very coherent to you, is actually coherent to the 100th second or 1000th of a second, the hormonal bath inside your body changes from stress hormones to DHEA, the anti-aging hormone.

What is so excellent about HeartMath as an anger management tool is that it takes so few practices to learn, and once I have learned it, I can *cue the response anytime I want, just to feel good.*

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# Anger Management

Simply by changing the thought, we can change how we feel.

Identifying automatic thoughts and disputing them allow us to reduce or change our internal experience or emotion.

Automatic thoughts are simple little rules that I have learned to cue up in my head to help me explain certain circumstances or situations, and they often cast me in the role of victim, as if you are acting against me.

If I remember an automatic thought, and do not examine it, I get some payoffs; I get to take revenge and I am not responsible.

So, the Cognitive/Behavioral model of anger management counseling will involve teaching me to examine my automatic thoughts, and dispute them. Perhaps I will even learn to create a balancing thought.

## **Breathing**

Breathing is the cheapest and quickest way to manage physiology and anger and even create contentment.

I love to ask my anger management clients how much it costs them to breathe deeply. They are chagrined to answer that breathing is free so far.

Attention to breath is the key to managing emotions. I switch my focus to the breath, breathing in to a count of three and out to a count of three, and keep going until my physiology changes.

It is actually inspiring isn't it?