

## COMPUTER SKILLS

*Learn how to use a personal computer including Microsoft Office applications like Word, Excel, and Power Point to be ready for college or a corporate job*

- Learn skills on the computer operations, printing and care
- Learn how to use Word
- Learn how to work with Excel spreadsheets
- Learn how to use Power Point for presentations
- Learn how to work with pictures
- Learn how to connect with others via e-mail
- Learn how to research and evaluate the information on the Internet



## CAREER DEVELOPMENT

*Learn how to define and explore career goals, identify personal interests, values, and abilities. Hear our guest speakers from colleges and businesses in the area.*

- Explore personal interests, values, and abilities
- Develop a career plan with short and long-term goals
- Learn how to research information on careers and employers
- Learn how to develop and improve Resume, Cover Letter, Portfolio
- Understand what skills and qualities employers seek in candidates
- Build the foundation to manage a career from the first day of work

*For more information contact:*

Teens Recovery

510-214-3151

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P.O. Box 6471  
Oakland, CA 94603

## Teens Recovery

*Helping young people  
succeed in life*

## LIFE SKILLS WORKSHOP

- Financial Skills
- Anger Management
- Substance Abuse
- Computer Skills
- Career Development



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## FINANCIAL SKILLS

*Learn the basics of finances including setting up financial goals, managing money, work with banks and credit institutions. Listen to various guest speakers from local banks and businesses.*

- Learn how to setup short- and long-term financial goals
- Learn how to setup a budget
- Learn basics on banking, saving and using credit cards
- Learn how to pay for college
- Learn how to buy a car and auto insurance
- Learn about taxes
- Learn how to find a place to live

*\* Financial Skills curriculum incorporates Federal MoneySmart educational modules*



## ANGER MANAGEMENT

*Learn how to let go of the negative feelings and refocus on the positive emotions.*

- Learn how past experiences can influence present behavior
- Learn how to identify and develop anger control plan
- Learn how to overcome bitterness and dismantle malice
- Learn how to maintain focus
- Learn how to eliminate life's illusions
- Learn how to develop and maintain relationships
- Learn how to deal and resolve conflict
- Learn alternatives for expressing anger



## SUBSTANCE ABUSE

*Learn how to overcome addictions through participation in Alcohol/Chemical Treatment Series.*

Each lesson consists of three parts:

- 1) Educational information, covering physical, psychological, & emotional changes associated with alcohol or chemical abuses.
- 2) Visual illustration, applied to enhance the Educational aspect of the lesson.
- 3) Historical application, in this the Visual & Educational segments are linked with a story, which gives a complete understanding of the lesson and empowers a person to relate the lesson to his/her own problems, fears, and desires.

• *Learn the danger of using:*

- |                   |                  |
|-------------------|------------------|
| 1. Alcohol        | 8. Hallucinogens |
| 2. Cocaine        | 9. PCP           |
| 3. Crack          | 10. Barbiturates |
| 4. Marijuana      | 11. Stimulants   |
| 5. Heroin         |                  |
| 6. Inhalants      |                  |
| 7. Designer Drugs |                  |

