



Packing Your Suitcase for Reentry

**A Portfolio Model in Adult Education
at Correctional Facilities**

by Leo Mediavilla



Packing Your Suitcase for Reentry

A Portfolio Model

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Dedication

This book is brought to you by FLDOE Adult and Career Education through a Professional Development Leadership Grant.

This guidebook is dedicated to Adult Educators serving those students at correctional facilities who are searching for a better life through education.

Chapter 1

The Curriculum



Introduction

The purpose of this guidebook is to share some of the best practices of Adult Education in correctional facilities. This is a simple resource guide that contains great strategies!

The 7 Habits on the Inside

The 7 Habits Concept - Overview

Reviewing the 7 Habits of Highly Effective People at glance, you will see that not only these habits all lead to success, but also some habits will lead to private victory and others to public victory. Here is an overview of the 7 Habits of Highly Effective People.

1. Habit 1 (Choices) Be proactive.
2. Habit 2 (Vision) Begin with the end in mind.
3. Habit 3 (Priorities) Put first things first.
4. Habit 4 (Golden Rule) Think Win-Win
5. Habit 5 (Communication) Seek first to understand, and then to be understood.
6. Habit 6 (Third Alternative) Synergize.
7. Habit 7 (Removal) Sharpen the saw.



[This video](#) shows you best practices at a correctional facility in Colorado.

Private Victory

HABIT 1 (Choices) BE PROACTIVE I have the power to choose. Good or bad, right or wrong, positive or negative, the choice is always mine. I have the choice of being proactive in my language and behavior, which is a paradigm shift from my old reactive life. The choices I make result in behaviors that produce results or consequences, (SEE-DO-GET). I gain control in my life by developing the habit of taking responsibility for my actions. I will not allow the things I have no control over to change my

perspective of the big picture. My circle of influence becomes greater when I accept the fact that I am the creator of my destiny and my goal is to live according to principles that never change.

HABIT 2 (Vision) BEGIN WITH THE END IN MIND

To begin with the end in mind means to start with a clear understanding of my destination in life. It means to know where I'm going so that I will better understand where I am now and what to do to stay on course. All things are created twice either by default or design. There is a mental or first creation, and a physical or second creation to all things. How different my life will be when I really know what is deeply important to me and I manage my life each day doing what matters most. If I do not develop my own self-awareness and become responsible for first creations, I will empower other people and circumstances outside my circle of influence to shape my life by default. It is important for me to develop my mission statement as a clearly thought out personal constitution to help me fulfill my purpose and mission in life.

HABIT 3 (Priorities) PUT FIRST THINGS FIRST

Things that matter most in my life must never be at the mercy of things that matter least. Habit 3 is the second or physical creation of what was first identified in Habit 2. It's the fulfillment and emergence of Habits 1 and 2 and it's the habit that helps me manage my time effectively. I identify the important roles I have in my life and prioritize the things I do to so my realistic goals will be met. Following the Time Matrix I plan my activities on a weekly basis and I organize and execute around those activities identified as a Quadrant 2 priority. Live above the Line. (QI & QII). **HABIT 4 (Golden Rule) THINK WIN-WIN**

Do unto others what I would have them do unto me. Win/Win means that agreements or solutions are beneficial and satisfying for all parties. If I am not able to find a win/win solution I can partner to," agree to disagree", as an alternative to lose-lose. Seeking mutual benefit is the essence of Habit 4. By not taking others for granted my life will be enriched and my proactive behavior will be a constant source of empowerment towards my mission and purpose in

life. I don't need to put someone else's light out to make mine shine. By living the seven habits I find security and confidence in who I am and what I do. I will then live with a win/win attitude as my standard.

HABIT 5 (Communication) SEEK FIRST TO UNDERSTAND, THEN TO BE UNDERSTOOD

Empathic listening, is listening with the intent to understand. It's not to probe, advise, evaluate or interpret. Developing this habit is the key to effective interpersonal communication. I have to build the skills of empathic listening on a basis of character that inspires openness and trust. As I make deposits in the emotional bank accounts of life I create a heart to heart line of communication with others. In so doing I will establish a greater win/win opportunity to enhance the relationships in my life.

HABIT 6 (Third alternative) SYNERGIZE

Synergy simply defined is the "whole is greater than the sum of its parts". Each part gives for the betterment of the whole. The essence of synergy is to

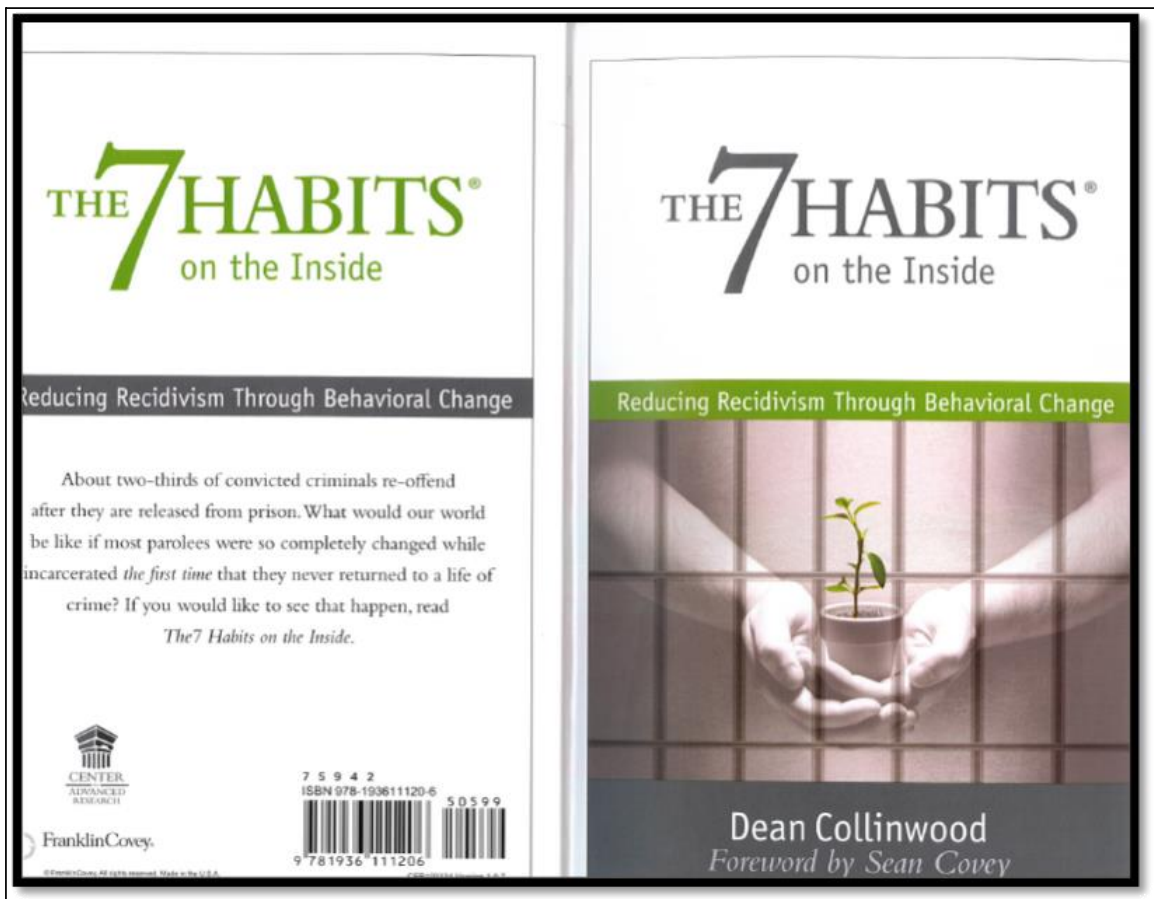
value differences, respect them and build on strengths to compensate for weaknesses. By applying the principles of creative cooperation the factor of one plus one can equal much more than two. Each part coming together will give expression to new possibilities, new alternatives and new options. Synergy is creative, exciting and promotes interdependence which is one of the most important goals I can attain.

HABIT 7 (Renewal) SHARPEN THE SAW

Sharpening the saw is about living with the principles of a balanced self-renewal. It is the habit that preserves and enhances my ability to practice all of the other habits effectively. It is continually exercising all four dimensions of my nature – physical, spiritual, mental, and social/emotional, regularly and consistently in wise and balanced ways. I am the instrument of my own performance, and to be effective, I need to sharpen the saw in all four ways. The better I can understand the importance of maintaining a balance in the four dimensions the better equipped I'll be to face the challenges in my life and to leave a legacy that makes life worth living.

The 7 Habits is one of the best sellers in the world and

most popular concepts applied to personal improvement, relationships, business, and now to adult education in correctional facilities.



For more information, go to:

<http://www.franklincovey.com/tc/solutions/government-solutions/the-7-habits-on-the-inside>

Chapter 2

Career Assessments



Florida CHOICES

Florida CHOICES allows students to take a career inventory to assess their interests, skills, and values. It lets students explore career possibilities and build a plan. It also enables students to create and save a portfolio as it guides students through building a resume and a writing cover letters.

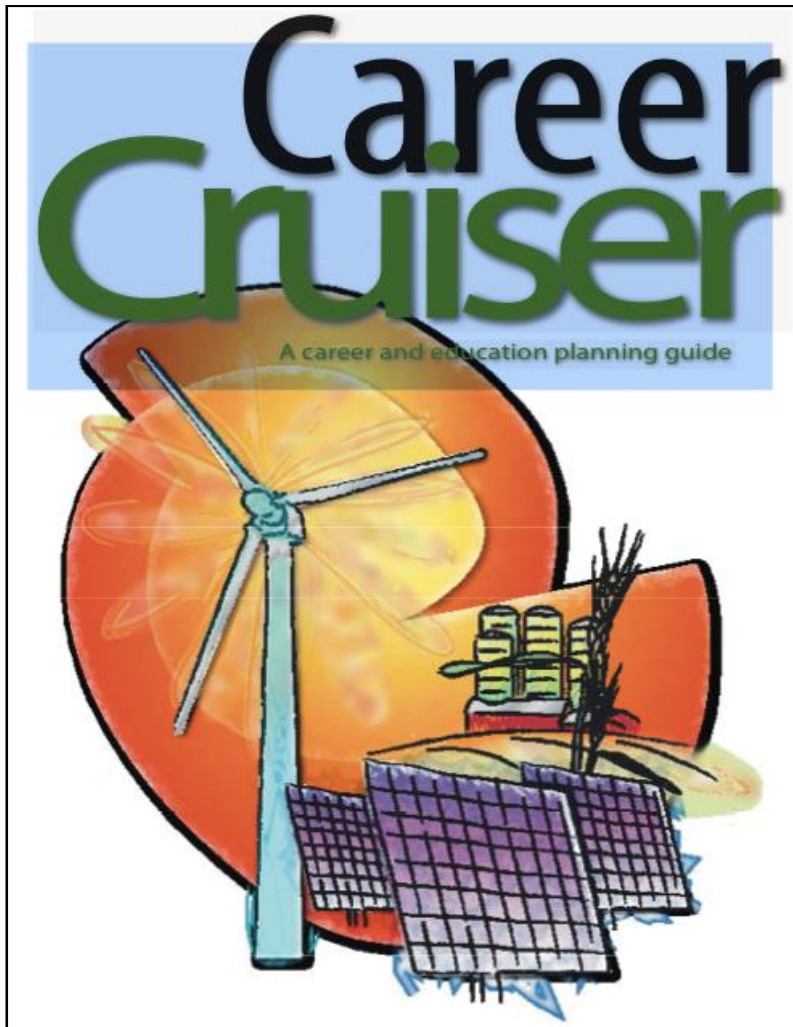
In correctional facilities, you will most likely use a stand-alone version of CHOICES.

Movie 2.1 Florida CHOICES



Go to <http://www.flchoices.org> or email choices@fldoe.org to learn more about CHOICES Planner.

Career Assessments



The Career Cruise is a paper-and-pencil interest profiler provided by FLDOE Adult Education. Visit:

<http://www.fldoe.org/workforce/pdf/cruiser.pdf>



For more information on a paper-and-pencil interest profilers, go to: <http://www.onetcenter.org/IP.html>.

Chapter 3

Florida Ready to Work

Florida Ready to Work is a new employee credentialing program that tests – and scores – job skills and work habits. It gives jobseekers a competitive edge – a Credential that proves to employers that they have the right skills and the right attitude for the job. For employers, it takes the guesswork out of hiring, saving time and money. Florida Ready to Work is sponsored by the state of Florida, so there is no cost for employers or jobseekers to participate in the program.

Assessment Centers

Click above to find an Assessment Center near you.

Employers:
Want to partner with Florida Ready to Work or learn how this program can benefit your company? Click here for more information.

To request more information about

Employers
Save Time and Money
Florida Ready to Work connects employers with employees who have the skills needed to get the job done – reducing employer hiring, training and

Students and Jobseekers
Get Ready For Work
Florida Ready to Work helps jobseekers prepare for the jobs they want and provides a credential, signed by the Governor, showing employers that they

Education/RWB
Educate For Work
Florida Ready to Work helps educators and workforce development partners prepare today's students/jobseekers for tomorrow's jobs.

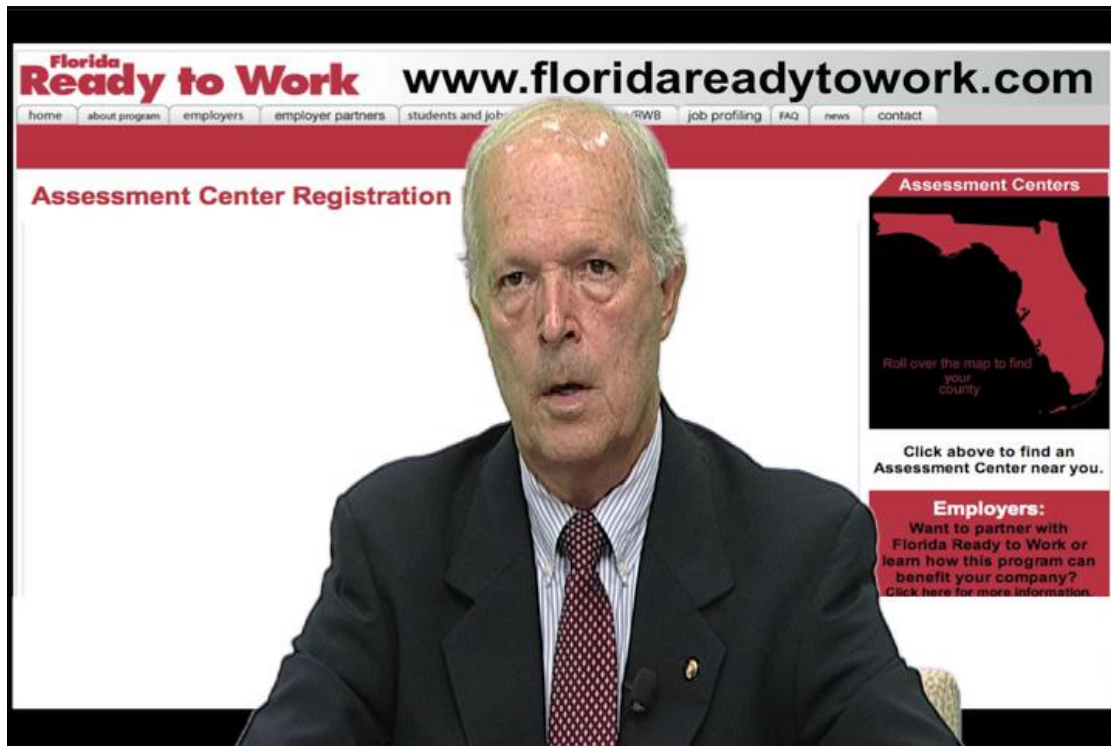
Section 1

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This can become a tremendous tool to carry in an inmate's suitcase/portfolio when time comes for reentering the community.

If you want to apply this best practice, learn more about the preparation for this test, becoming a testing center, and the paper-and-pencil version of this test.

Movie Florida Ready to Work.1 Florida Ready to Work



*For more information on the Florida Ready to Work Program, read the
Frequently Asked Questions at
<http://www.floridareadytowork.com/faq/>.*

Chapter 3

Typing Skills



Typing Skills



For more information go to <http://www.rapidtyping.com/downloads.html>

In a society in which everything is done through the computer, typing becomes a pre-requisite for computer literacy at both our personal lives and at the workplace. Even from the moment you apply for a job you will be required to type your resume, cover letter and type in the job application to be submitted online!

If you have access to computers at your facility, it is a good practice to obtain a self-teaching program for typing skills.

Mavis Beacon is probably one of the most popular computer-based programs for teaching students how to type. But there are several other programs available for download.

Chapter 4

Public Speaking



Section 1

Movie 4.1 Public Speaking



For more information go to <http://www.toastmasters.org>

Public Speaking is not only one of the most common human phobias, but also one of the greatest skills one can have.

More and more people are required to deliver presentations at work. In addition, successful job interviews depend a lot on how well you communicate in front of others.

Students can be asked to write on a topic and then deliver their speech to their peers.

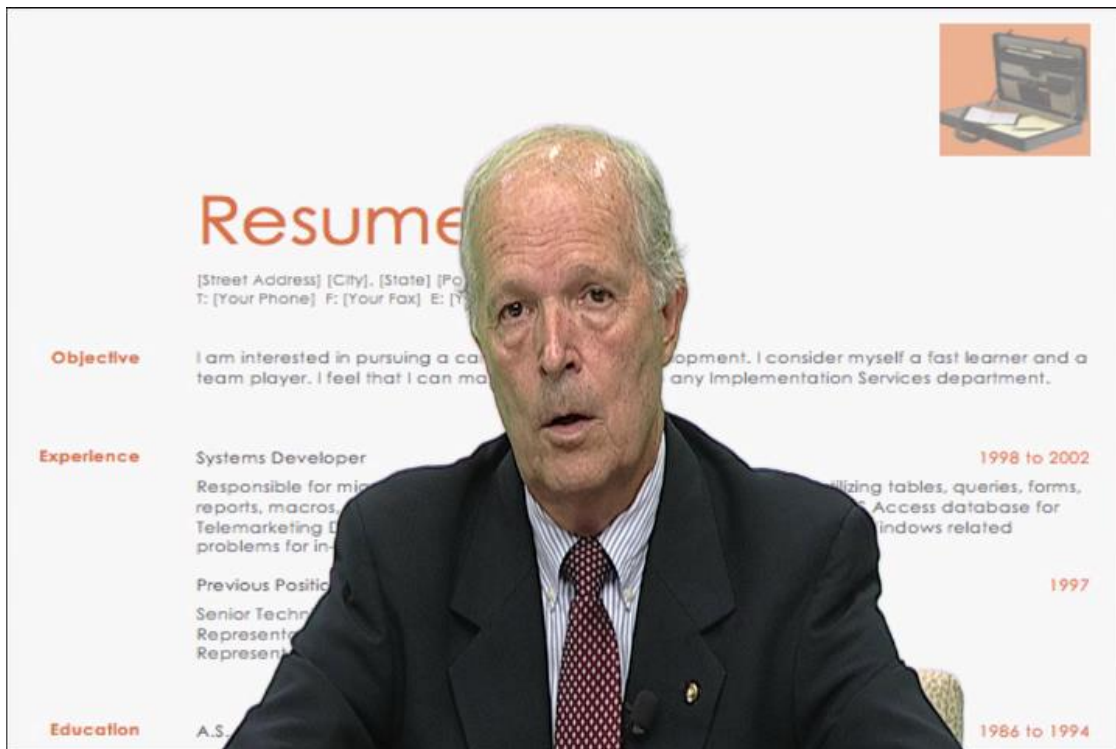
Resume Writing

Resume Writing



Section 1

Movie Resume Writing.1 Resume Writing



This teaches the student how having an effective resume can increase their chances of securing an interview with a potential employer. Students learn step by step how to develop a winning resume through proven methods taught by marketing professionals.

Writing a resume is only one crucial component of applying for a job. Employment candidates also need a cover letter, goal/mission statement, and great communication and interview skills.

Portfolio 101

Portfolio 101



Section 1

Portfolio 101

The 101 Certificate compiles a set of skills and credentials students acquire with their adult education in the facility. After checking a list of skills, programs, and credentials, students receive the 101 Certificate.

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Portfolio 101

Items:

- 8. The 7 Habits
- 9. Career Assessment
- 10. Ready to Work Certificate
- 11. Typing Skills
- 12. Public Speaking
- 13. Resume Writing
- 14. Personal Mission Statement
- Interview Skills



WORKSHOP 101

Requirements for Certification

"7 HABITS OF HIGHLY EFFECTIVE PEOPLE" by Stephen Covey

This is a 16-hour seminar presented by Dr. Leo Mediavilla that gives the student an integrated, principle centered approach for solving personal and professional problems. In the 7 Habits, Dr. Covey

reveals a step-by-step pathway for establishing new habits that lead to successful living through principles that give students the security to adapt to change and the wisdom and power to take advantage of the opportunities that change creates.

CAREER ASSESSMENT PROGRAM This is a series of assessments, which give each student a basic knowledge of their skills and how those skills match up to various occupations available to them. The surveys begin with the 179-question “Interest Profiler” which enables the student to find out their interests and how they relate to the world of work. “The Basic Skills Survey” is a series of statements that describe increasingly difficult tasks, which indicate whether the student has the necessary skills to do the task. Answered honestly the survey gives a snapshot of current skills and where improvement needs to take place in any related occupation. “The Work Importance Locator” shows what work values are important in a job. The survey asks the student to rank different aspects of work that represent six important work values. Knowing their work values can help them choose the type of occupation and career that they may want to explore.

FLORIDA READY TO WORK PROGRAM

This is a new employee credentialing program that builds, tests and scores job skills and work habits. The focus is on core communications and problem-solving skills required by 85 percent of all jobs today. This program is based on 15,000 + job profiles across the country. The students learn skills required for entry-level to professional, across industries. The Florida Ready to Work Program partners with businesses throughout Florida and is recognized in 40+ states. Students are required to pass three sections (applied mathematics, locating information, and reading for information) to at least a level 3 of this course in order to be eligible to receive a certificate for Workshop 101.

PUBLIC SPEAKING

Students are given basic instruction in developing the important skill of transmitting ideas in a coherent and compelling fashion. Through a series of essay assignments related to the seven habits each student must give their essay as a speech to a class of their peers. The written essays prepare them for the written part of the GED test and the speech enables them to

improve their communication skills while developing self-confidence in their ability to present themselves credibly and convincingly.

RESUME WRITING (Typing Skills) This teaches the student how having an effective resume can increase their chances of securing an interview with a potential employer. Students learn step by step how to develop a winning resume through proven methods taught by marketing professionals as they acquire or brush up their typing skills. **PERSONAL MISSION STATEMENT**

Based on Steven Covey's Habit #2 "Begin with the End in Mind" students are asked to consider what legacy they want to leave behind. They begin to identify their present roles in life and how those roles affect their mission and purpose. Each student must submit a personal mission statement and present it to the group.

INTERVIEW SKILLS

Students learn the skills necessary to be competitive in the interview process of securing employment. The class focuses on giving the students the tools needed to sell themselves and describe their strengths during

the interview. Students are interviewed by an instructor acting as a potential employer giving them the opportunity to talk about their skills, abilities and attributes. Prior to the actual interview students are quizzed on possible questions that might be asked such as “Tell me about yourself” or “Have you ever been convicted of a crime?”, “What are your strengths and weaknesses?”

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Collier County Public Schools

WORKSHOP 101

JOHN DOE

*Has satisfactorily completed all requirements of the Career
Training Program Workshop 101 and is hereby awarded this*

CERTIFICATE OF COMPLETION

Workshop 101 Includes:

Seven Habits of Highly Effective People, Interview Skills,
Career Assessment Program, Resume Writing,
Public Speaking, Facilitation, Personal Mission
Statement, Florida Ready to Work

Awarded this 29 Day of April, 2013

Instructors

Chapter 5

Closing



We hope you are inspired to help these students to pack their suitcases for reentry!

They can build a powerful portfolio for a happier and more successful life when it is time to reenter the community!

Resources

Covey, F., *The 7 Habits on the Inside*. Retrieved from <http://www.franklincovey.com/tc/solutions/government-solutions/the-7-habits-on-the-inside>.

FLDOE, *Florida CHOICES*. Retrieved from <http://www.flchoices.org>

O'Net Resource Center Retrieved from <http://www.onetcenter.org/IP.html>

Florida Ready to Work Retrieved from <http://www.floridareadytowork.com>

Rapid Typing Retrieved from <http://www.rapidtyping.com/downloads.html>
1

Toastmasters

Retrieved from <http://www.toastmasters.org/>

Closing Message

Movie 5.1 Closing Message

