

# ARISE FOUR-WHEEL DRIVE FOR THE MIND: NETWORKING, JOBS AND MONEY INSTRUCTOR'S MANUAL

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# ARISE FOUR-WHEEL DRIVE FOR THE MIND: NETWORKING, JOBS AND MONEY

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#### NOTE TO INSTRUCTORS:

**PLEASE COPY THE VOCABULARY LIST ON PAGE 101 FOR THE LEARNERS IF YOU DO NOT HAVE THE ADDITIONAL LEARNER’S WORKBOOK. OTHERWISE, THEY CAN FIND THE VOCABULARY LIST ON PAGE 62 OF THE LEARNER’S WORKBOOK.**

# SECTION ONE

## INTRODUCTION

The old saying, “It’s not *what* you know but *who* you know,” has unfortunately never been more true. Many qualified people can’t find employment because they don’t have the right contacts.

Even if you’re not looking for a job, meeting certain people can open doors. Once you make these connections, you must figure out how to use those contacts to achieve your career goals.

We hope this information will help you identify opportunities in your personal and professional life.

**The goal for learners in this section is:**

**To learn how to build, maintain,  
and use a support system.**

**REMEMBER TO INCLUDE THE WONDERFUL INTERACTIVE  
RESOURCE MATERIAL BEGINNING ON PAGE 117  
AS PART OF THIS EXCITING LEARNING EXPERIENCE.**



**REMEMBER: FOUR-WHEEL DRIVE PROVIDES EXTRA TRACTION!**

**INFORM LEARNERS:**

**THERE WILL BE A QUIZ FOLLOWING EACH SECTION. IF THE YOUTH DON’T  
UNDERSTAND A WORD, ASK THEM TO REFER TO THE VOCABULARY LIST ON PAGE  
101 OF THIS MANUAL AND PAGE 62 OF THE LEARNER’S WORKBOOK.**

# 1

## BUILDING A SUPPORT SYSTEM

### A PERSONAL SUPPORT SYSTEM

**Worksheet:** *None*

1. Explain to learners that networking is an important skill needed to find a job. Ask, Can anyone tell me what networking is? Some answers are *using personal and professional contacts to find a job or get ahead in a job; volunteering at a place so they get to know your skills; talking to neighbors or people at your church about the kind of job you want (if you want a job at a veterinarian's office, talk to someone at the office); post messages on chat rooms; talk to people in stores you shop in.* Inform learners that many people ask a friend or family member to recommend a doctor, mechanic or a good place to eat, so why not ask these people if they know of any job openings.
2. Have pairs of learners role-play situations where people are networking for a job: (a) You are looking for a summer job and you ask a family member if there is an opening at his workplace. (b) You want to apply at a large company in your neighborhood and you ask a neighbor if he knows the name of a person there. (c) You are working in a library and you want to get experience working in sales. You use the Internet to find a discussion group of sales people. You then ask them for tips on finding a sales job.

### HOBBIES

**Worksheet:** *Page 42*

**Learner's Workbook:** *Page 3*

1. Ask the learners, What is the definition of a hobby? Write their definitions on the board or piece of paper. Compare their definition to the following definition: *It is an activity or interest outside of one's regular job and done primarily for pleasure.*
2. Have the learners tell you all the hobbies they are involved in. Write their hobbies on the board or large piece of paper. Then categorize their hobbies. For example, some hobbies might be related to animals (*bird watching, dog walking, dog training, horseback riding, fishing*); others might be related to arts and crafts (*beading, drawing, glassblowing, collaging, engraving, jewelry making, leatherwork, painting, scrapbooking, sewing, woodworking, photography*); others might be related to electronics (*amateur radio, designing and building computers*); others to sports and other physical activities (*boxing, basketball, cycling, football, aerobics, cheerleading, bowling, dance, running, golf*). Explore other hobbies such as photography, performing arts, transportation, stargazing, collecting things, cooking, filmmaking, recording and mixing music.
3. Explain to the learners that through hobbies, they can meet new people and establish good contacts, such as getting to know a potential boss at the gym or finding work as a mechanic's helper while taking a course on how to fix cars. Have learners complete worksheet page 42 and page 3 of the Learner's Workbook. They can do the worksheet individually or working in pairs. Have them share their worksheets with the group.

## HOW CAN I VOLUNTEER?

**Worksheet:** Pages 43-45

**Learner's Workbook:** Pages 4-6

1. Inform the group that a good way to make lasting contacts is through community service. Not only are you building friendships, but you are also helping those in need. Hospitals, agencies that assist the poor, schools, religious organizations and community groups are always looking for help.
2. Ask learners to review worksheet pages 43 and 44 and Learner's Workbook pages 4 and 5. Then have them think of their own skills and interests and create a similar worksheet on page 45 and Learner's Workbook page 6.

## VOLUNTEER PLACEMENT: HOW TO GET STARTED

**Worksheet:** Page 46

**Learner's Workbook:** Page 7

1. Explain that volunteering can be demanding, but it is an excellent way to earn a reputation as an honest, dependable worker. It also looks great on a job application. Ask, How do you think you can learn about volunteer opportunities? Make sure their answers include *use the website [www.volunteermatch.org](http://www.volunteermatch.org); ask other people you know who volunteer; think of your hobbies and call businesses locally that deal with your hobby*. Write the names of the following organizations on the board:
  - Homeless shelters (help homeless people with food, beds and other services)
  - Food banks (serve meals to low-income people)
  - Ronald McDonald Houses (places for out-of-state parents of sick children to stay while their child is receiving treatment for an illness. Many states have Ronald McDonald Houses.)
  - Special Olympics (year-round sports and athletic competition for children and adults with mental and physical disabilities)
  - Habitat for Humanity (builds and gives houses to low-income people)
  - Hospitals
  - Programs that help people learn to read (also known as literacy programs)
  - Libraries, Senior citizen centers, Animal shelters
  - Red Cross (helps people in emergencies such as hurricanes, fires or floods)
  - Salvation Army (*provides rehabilitation centers, disaster services, social services, worship opportunities, character building groups*)
  - Environmental Organizations, Political Campaigns.
2. Sometimes it will be necessary for you to write a letter to the organizations that want volunteer help. Have the learners pick one of the organizations they think they would like to volunteer for. Have them write a letter using worksheet page 46 and Learner's Workbook page

## GETTING A JOB: MAKE A GOOD FIRST IMPRESSION

Worksheet: Page 47

Learner's Workbook: Page 8

1. Have learners brainstorm ways your body can give messages without saying a word. Write their ideas on the board or large piece of paper. Have them act out the body language messages they suggested. Some examples include *slumping in the chair shows a person who does not care; eyes looking down gives the message that a person is not confident; arms folded across the chest says, "I am not approachable, stay away."*
2. Ask learners to define a positive attitude. Create a mind map on the board or large piece of paper. In the middle of the page, write "positive attitude." Now ask, What are the characteristics of a person who has a positive attitude? Write these all around the words "positive attitude." Some answers might be *smiling, confident, secure, comfortable, enthusiastic, doesn't bring problems to work, caring, kind, calm, pleasant, helpful, sincere, agreeable, willing to help, cheerful.*
3. Tell learners that attitude and body language help make a good first impression. Inform them that getting a job depends a lot on making a good first impression. Using worksheet page 47 and Learner's Workbook page 8, have volunteers act out the do's and don'ts of making a good first impression.
4. Share the statistics below with your learners.
  - a. A limp handshake makes a worse first impression on a prospective employer than body piercing, tattoos or a crazy hair color, according to a 2006 survey of employers of the National Association of Colleges and Employers. A strong handshake conveys vitality. Keep your wrist and forearm horizontal to maximize force. A wrist that is rotated makes a less strong grip.
  - b. A typical interviewer can tell in 10 minutes if a person is lying, according to California State University. Still, as many as 75% of applicants lie, according to a 2007 Journal of Applied Psychology study. Inform learners to tell the truth. Chances of success dropped by two-thirds when applicants omitted details, distanced themselves from failures or hid embarrassing chapters in their lives. Omissions that come out later hurt twice as much.

## SAMPLE LETTER OF RECOMMENDATION

Worksheet: Page 48

Learner's Workbook: Page 9

1. Explain to learners that if they have had a job they did well at or they had a teacher who liked the work they did in class, they should get a letter of recommendation from them. A letter of recommendation can be used when you apply for a job, whether it is a paying position or a volunteer position. A letter of recommendation lets a potential employer know your positive characteristics, such as dependability.
2. As a group, have the learners use the instructions on Worksheet page 48 and Learner's Workbook page 9 to create a letter of recommendation on a separate piece of paper. This is a sample, so that when they need a letter of recommendation from a previous employer, they will be able to give the employer directions on writing the letter.

# HOBBIES

Hobbies are activities that you do regularly for fun or relaxation. Circle all the hobbies that you are involved in. Add your own list of things you consider a hobby.

- |                 |                |       |
|-----------------|----------------|-------|
| Dancing         | Computer Games | _____ |
| Singing         | Running        | _____ |
| Gardening       | Swimming       | _____ |
| Reading         | Cooking        | _____ |
| Arts and Crafts | Sewing         | _____ |
| Drawing         | Basketball     | _____ |

Pick two hobbies and list all the ways you can network to get a job using those hobbies. Here are some examples for you. *(a) I love playing basketball. I can go into the local rec center or Boys and Girls Club and ask if they need help teaching kids how to play basketball after school. (b) I belong to a church group and my hobby is cooking. The church group is having a Thanksgiving dinner. I can volunteer to cook or I can ask the people at the church if they know where I can get a job using my skills in cooking. You never know if they have a friend who owns a restaurant.*

Hobby #1 \_\_\_\_\_

I can use this hobby to get a job by: \_\_\_\_\_

\_\_\_\_\_

Hobby #2 \_\_\_\_\_

I can use this hobby to get a job by: \_\_\_\_\_

\_\_\_\_\_



# HOW CAN I VOLUNTEER?

Below are some examples of personal interests and skills, along with discussions of organizations that look for these gifts in volunteers. Read them, and in the space provided on worksheet page 45 and Learner's Workbook page 6, make a list of your own abilities and where they can be useful. Be sure to include as many of your talents as possible, even those not on this list.

SKILL/INTEREST	WHERE IT MAY BE USEFUL
OFFICE TASKS	Almost all organizations have extra office work that must get done, such as labeling and mailing letters. The work is very important for their success. This is especially true for charitable groups, like those raising money for illnesses, such as cancer and diabetes.
COMPUTERS	Most organizations today use computers. They may need people with skills to help keep computerized records or teach others to use them.
SPORTS	Organizations such as Big Brothers/Big Sisters, the YMCA or YWCA and churches often look for skilled, athletic role models to play with or teach sports to young people.
DRAWING	Children in schools or hospitals and the elderly in nursing homes, enjoy having visitors who draw for or with them; it goes a long way toward lifting their spirits.
READING	The same people mentioned above also enjoy being read to or told a story from memory. There are organizations that record people reading books on CD so that the blind can listen to them.
PLAYING A MUSICAL INSTRUMENT	Hospitals, nursing homes, and other community organizations often look for performers to entertain their patients and residents. This is especially enjoyed by those who cannot leave the building due to illness.
ANIMALS	Animal hospitals or shelters often need extra caregivers and large-animal handlers to assist them, walk dogs or clean cages.



# HOW CAN I VOLUNTEER? (CONT.)

<b>ARTS &amp; CRAFTS</b>	Children in schools or hospitals and the elderly in nursing homes enjoy having visitors do arts and crafts projects with them. It lifts their spirits while exercising their hands and minds.
<b>NATURE</b>	Environmental groups often need volunteers to go on nature hikes or beach cleanups where they pick up litter and trash that can harm plants and animals.
<b>CLEANING</b>	All organizations need individuals to help clean up at the end of the day or after a special event.
<b>COOKING</b>	Children in schools or hospitals enjoy people coming in to prepare food with them. Some that are safe, like salads or Jell-O, do not require an oven, are easy to prepare, and can be fun for them. Also, homeless shelters often need volunteers to cook and serve food, especially on holidays.
<b>BOARD OR CARD GAMES</b>	Children in schools or hospitals and the elderly in nursing homes enjoy having visitors play cards or board games with them. It is another simple thing that makes them happy.
<b>SEWING</b>	Organizations that collect old clothing for those in need often look for people who can sew to make small repairs in the clothes. These organizations include Salvation Army, Goodwill, Jewish Home for the Aged, and Paralyzed Veterans.
<b>BUILDING &amp; CONSTRUCTION</b>	There are organizations, such as Habitat for Humanity, that look for skilled people to help build houses for the homeless. Many need people to do small repairs, such as patching holes in walls, fixing a door hinge, or minor painting.
<b>DRIVING</b>	Organizations that collect old clothing, furniture, and other used items (such as bicycles and kitchen appliances) for those in need often look for strong people who can drive their vans and pick these things up. Such organizations include Salvation Army, Goodwill, Jewish Home for the Aged, and Paralyzed Veterans.

# HOW CAN I VOLUNTEER? (CONT.)

Fill in the blanks below. For these purposes, don't worry about grammar and spelling. Just do the best you can. The main idea is for you to participate.

## My Skills and Interests

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## Where They May Be Useful

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# MY VOLUNTEER LETTER

To Whom It May Concern:

My name is \_\_\_\_\_ . I am interested in

volunteering for the \_\_\_\_\_

I'm interested in helping your organization because \_\_\_\_\_

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I think I would be a great volunteer because \_\_\_\_\_

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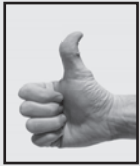
Sincerely,

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# GETTING A JOB: MAKE A GOOD FIRST IMPRESSION



1. Don't eat candy, smoke, chew gum, or drink soda on a job interview. These actions make a bad impression.
2. Don't hunch over when sitting or standing. Someone who doesn't stand or sit straight appears to be saying that he is not confident. Keep your posture in mind when entering a room.
3. Don't fidget. It's expected that you will be nervous, but make sure you don't show it by tapping your fingers, jiggling your leg, scratching, or playing with a pen or pencil. Keep your hands in your lap or rest them on the arms of your chair.



1. Be sure your hair is well-groomed. This means washing, brushing, combing, or cutting—whatever it takes to make your particular head of hair *neat*.
2. Keep your hands and nails free of dirt, grease, paint, etc.
3. Be neat and clean. Clothes do not have to be fancy, just *tidy* and appropriate. This means washed, ironed, and matching. Do not wear sneakers, and make sure your shoes are neat. If the job you're applying for requires you to dress in a particular style, try your best to do so. For instance, if you are applying for a position where you'll be answering phones in a front office, dress the way you would for your everyday work in this position. If the job you want requires a certain kind of clothing (such as a package-delivery job where you wear a uniform, or construction where you wear outdoor work clothing), you must still look neat for the interview. If you're not sure what will be appropriate, it is always better to be a bit too dressed up rather than too casual.

# SAMPLE LETTER OF RECOMMENDATION

Read the instructions and then look at the sample letter.

**Salutation:** Dear \_\_\_\_ or To Whom It May Concern:

**Paragraph 1:** This explains the connection you have to the person you are recommending, including how long you have known them, and why you are qualified to write a reference letter.

**Paragraph 2:** This includes specific information on the person such as why they are qualified, what they can contribute to the new job, and why you are providing a reference letter: It is about the person's skills.

**Summary:** A brief summary of why you are recommending the person. State that this person is highly recommended.

**Conclusion:** Offer to give more information and include your phone number and email.

Here is an example of a letter:

To Whom It May Concern:

I am writing regarding Mr. Jim Stanley. For the past three years Mr. Stanley worked as my assistant in the ABC Company.

Mr. Stanley was a skilled carpet layer and tile setter. He takes pride in doing a professional job and is always concerned about safety. He is very respectful when dealing with customers, taking time to answer all of their questions and concerns before beginning a job.

While Mr. Stanley was an assistant with my company, I am confident in his ability to now fill the more responsible position you are seeking to fill and I highly recommend him for this position as carpet layer and tile setter with your company.

I hope you give Mr. Stanley an opportunity to demonstrate his excellent skills. Please contact me at 305-662-1467 or email at [tsoto@carpetandtile.com](mailto:tsoto@carpetandtile.com).

Now take a blank piece of paper and write a recommendation letter for yourself pretending you are your boss.