



# B.E.S.T. Program

Boosting Employment and Soft Skills Training



Specialty program where participants are given an opportunity to enhance their skills with the ultimate goal of leading constructive lives within the community

Sponsored by:



Colfax County  
Attorney's Office  
Schuyler, NE



# B.E.S.T. Program

## Boosting Employability and Soft Skills Training

This specialty program combines both soft skills training and work experience to develop individuals' work ethic in the areas of employment habits, pride of performance, and attitude. The soft skills curriculum includes modules that address specific topics like time management, attendance, accountability, work ethic, team work and problem solving.

Participants are given an opportunity to enhance their skills with the ultimate goal of leading constructive lives within the community. Whether young adults have known what job they've wanted since the second grade, or have no idea what kind of jobs are out there, employment planning is necessary.

Many think that life skills and employment planning is something that begins once they leave school. In fact, is an ongoing process that allows individuals to rethink and re-evaluate themselves and their work options as they gain experiences, grow and develop. It is a process and not a one-time event. Our team of workforce professionals will help young adults find solutions and learn new life skills for their employment futures.

### This B.E.S.T. Program Series is designed to:

- Provide a framework of exploring various aspects of employability skills, promoting the healthy development of young adults that help them gain the skills necessary to lead constructive lives within the community and the ability to see a positive future
- Provide active and intentional employability exercises over a multi-series format
- Increase self-awareness and understanding
- Increase chances of obtaining sustainable future employment

## B.E.S.T. Program

### Rules and Regulations for Participants

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- Attendance at all classes is mandatory for successful completion
  - It is the participant's responsibility to make up any missed classes by attending the next available class
  - Promptness is expected
  - Come prepared to learn
  - Active participation in all activities is expected and required
  - Respect yourself and others
  - We reserve the right to ask disruptive participants to leave and will not be asked to return resulting in the course failure
  - The use of vulgar language in and outside of the classroom will not be tolerated for any reason.
  - Fighting, threats, or verbal abuse will not be tolerated and will result in course failure
  - At our discretion, we reserve the right to refuse an applicant's acceptance into the program for any reason
  - Cell phone use is prohibited during the program's entirety. Cell phones will be placed in silent mode and be placed on top of the training tables.
  - The training room is under surveillance at all times.
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## Successful B.E.S.T. Program Completion Requirements

- Application completed in full
- Application submitted to: Colfax County Attorney's Office  
30 days in advance of first class
- Applicant will be notified of acceptance into program by U.S. Mail within two weeks of receipt of application
- Mandatory attendance and participation is required
- Excused absences will be approved at the discretion of the program facilitators.
- Unapproved absences will result in course failure
- Upon completion of course requirements participant will receive a certificate of accomplishment

## B.E.S.T. Program Schedule 2016

*8 Hour Total Program encompassing two Friday afternoons*

Session I	April 8	1:30 – 5:30	Colfax County Courthouse
	April 15	1:30 – 5:30	Homestead Center
Session II	June 3	1:30 – 5:30	Colfax County Courthouse
	June 10	1:30 – 5:30	Homestead Center
Session III	August 5	1:30 – 5:30	Colfax County Courthouse
	August 12	1:30 – 5:30	Homestead Center
Session IV	October 7	1:30 – 5:30	Colfax County Courthouse
	October 14	1:30 – 5:30	Homestead Center
Session V	December 9	1:30 – 5:30	Colfax County Courthouse
	December 16	1:30 – 5:30	Homestead Center

## Application for B.E.S.T. Program

Participants in this program are given an opportunity to enhance their skills with the ultimate goal of leading constructive lives within the community. Our team of workforce professionals will help young adults find solutions and learn new life skills for their employment futures.

Instructions for Application Completion: The application must be completed in full and submitted to the Colfax County Attorney's office in person or by US Mail, 412 East 11<sup>th</sup> Street, Schuyler, NE 68661 at least 30 days in advance of session start date.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Current Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Who do you live with \_\_\_\_\_  
Name Relationship

Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Number of Minor Dependents \_\_\_\_\_

Education or Vocational Training (include high school or highest grade completed if not high school graduate, as well as education beyond high school)

<u>Name of School</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Grade or Degree</u>
_____	_____	_____	_____
_____	_____	_____	_____

Military Service Yes \_\_\_\_\_ No \_\_\_\_\_ Branch \_\_\_\_\_

Type of Discharge \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Nearest Contact

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Present Employment Employed Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Occupation \_\_\_\_\_

Salary \$ \_\_\_\_\_

**Offense Record:** (List all current and prior Juvenile and Adult arrests, citations, prosecutions, convictions. Include date of agency involved, charge and sentencing.)

\_\_\_\_\_ Co-Defendants \_\_\_\_\_

\_\_\_\_\_ Co-Defendants \_\_\_\_\_

\_\_\_\_\_ Co-Defendants \_\_\_\_\_

**Personal Reference:** (letter of personal reference may be attached)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Relationship to Defendant \_\_\_\_\_

Have you ever received or attended counseling or treatment for an alcohol, drug, emotional or psychological problem or disorder?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state when, where and the reason for attendance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state the top three things you hope to gain by participating in the B.E.S.T. Program:

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

I hereby apply for status as a participant in the B.E.S.T. Employability Program. Any false statement to or omission of any question in this application shall be grounds for recommendation against placement into this program or removal after placement in the program. I authorize the County Attorney's office to release all records in their possession including but not limited to criminal history information and investigation report to any other evaluating agency which may participate in evaluating me during the program.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature if applicant is 18 years of age or under

\_\_\_\_\_  
Date

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Current Address \_\_\_\_\_ City \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Current Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Who do you live with \_\_\_\_\_  
Name Relationship

Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Number of Minor Dependents \_\_\_\_\_

Education of Vocational Training (include high school or highest grade completed if not high school graduate, as well as education beyond high school)

<u>Name of School</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Grade or Degree</u>
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\_\_\_\_\_

Military Service Yes \_\_\_\_\_ No \_\_\_\_\_ Branch \_\_\_\_\_

Type of Discharge \_\_\_\_\_ Date of Discharge \_\_\_\_\_

Nearest Contact

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Present Employment Employed Yes \_\_\_\_\_ No \_\_\_\_\_

if yes, Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Occupation \_\_\_\_\_

Salary \$ \_\_\_\_\_

**Offense Record:** (List all current and prior Juvenile and Adult arrests, citations, prosecutions, convictions. Include date of agency involved, charge and sentencing.)

\_\_\_\_\_ Co-Defendants \_\_\_\_\_

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Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, state when, where and the reason for attendance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please state the top three things you hope to gain by participating in the B.E.S.T. Program:

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature if applicant is 18 years of age or under

\_\_\_\_\_  
Date

Name \_\_\_\_\_

Date \_\_\_\_\_

## Pre-Test

### How would you rate your life skills?

Rate yourself on a scale of 1 to 5, with 5 being high and 1 being low. Be honest in your answers. The purpose behind this exercise is to truthfully evaluate your skills identifying areas needing enhancement to increase your self-awareness and understanding. All information will be kept confidential.

**Rating      Skill**

**Personal Qualities:**

- \_\_\_ Possess a high level of effort and works toward goal attainment
- \_\_\_ Believes in own self-worth and maintains a positive view of self
- \_\_\_ Shows respect for authority
- \_\_\_ Motivated to improve self

**Rating      Skill**

**Basic Thinking and Communication Skill:**

- \_\_\_ Verbally communicates thoughts, ideas, information and messages clearly
- \_\_\_ Responds appropriately to verbal messages
- \_\_\_ Recognizes problems easily and implements plan of action
- \_\_\_ Willingness to learn new skills

**Rating      Skill**

**Interpersonal:**

- \_\_\_ Contributes to group effort on a regular basis
- \_\_\_ Helps others to learn
- \_\_\_ Works towards compromise with exchange of ideas and solutions
- \_\_\_ Works well with people from different backgrounds
- \_\_\_ Respects privacy of others

**Rating      Skill**

**Attitude:**

- \_\_\_ Demonstrates positive attitude
- \_\_\_ Appears self-confident
- \_\_\_ Displays a willingness to cooperate and accept constructive criticism
- \_\_\_ Sets realistic expectations
- \_\_\_ Understands the importance of teamwork
- \_\_\_ Accepts responsibility

## B.E.S.T. Program Session Components:

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### Day One Topics: Colfax County Courthouse

- Introduction of Program

- Law Enforcement: Effects of Crime

- Employability Soft Skills:

  - Confidence Building

  - Team Work

  - Personal Responsibility

### Day Two Topics: Homestead Center

- Assessments

- Employability Hard Skills:

  - Job Search

  - Resume Writing

  - Dress for Success

  - Mock Interviews

- Conclusion/Review of Expectations

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