

Prep4Success Course Descriptions

WHAT IS PREP4SUCCESS?

Prep4Success is a curriculum-based respite service for young adults interested in cultivating and maintaining skills for independence in adulthood. Prep4Success is especially meaningful for young adults currently at home, without services, attending a part-time program, or unemployed. Prep4Success is an excellent opportunity for individuals seeking new opportunities to establish a routine, explore interests, and build connections with peers. The Prep4Success curriculum cultivates independence through hands-on learning, group discussion, demonstration, and modeling. While the lessons and activities will vary, common themes are explored each week, including social skills, self-advocacy, technology and app exploration, work readiness, identifying preferences and interests, setting goals, and more!

ADMISSION REQUIREMENTS (INCLUDING BUT NOT LIMITED TO):

- Meets the Recreation & Respite department's admission requirements or will prior to start.
- Has reliable transportation to/from Prep4Success
- Maintain regular attendance. Commitment to Prep4Success learning exercises and activities.
- Does not require 1:1 support and can safely participate in a group with six peers and one staff (6:1 ratio)
- Has basic typing skills and is comfortable using a smartphone, iPad, tablet and/or similar device.

WHAT IS THE FUNDING FOR PREP4SUCCESS?

Prep4Success is a face-to-face, site-based respite service and follows the Arc's Recreation & Respite department's admissions process.

Prep4Success is an OPWDD site-based respite service; however, The Arc Westchester received a grant allowing us to offer limited scholarship opportunities for people without funding.

Contact Francesca Frechen with questions at 914-495-4469 or email ffrechen@arcwestchester.org.

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Adding to the Tool Bank

In the "Adding to the Tool Bank" curriculum, individuals will practice math skills needed for everyday life and explore foundational concepts such as income, budgeting, and savings. The course will also cover opportunities and resources to support them in managing their money. Furthermore, individuals will learn how to have conversations about their finances safely, knowing when and how to discuss it. Participation in the "Hands-on-Banking® with Prep" curriculum is not required to succeed in this course, but it will complement and support the topics discussed. However, individuals should be familiar with numerical values and comfortable with adding and subtracting, with the assistance of a calculator if needed.

The Arc of Communication!

This course is perfect for young adults who want to feel confident and prepared in various social settings. During the course, you'll learn all about phone communication, from making outgoing calls to retrieving and returning messages, leaving voice messages, accessing and adding new contacts. You'll even get to practice taking messages, screening incoming calls and texts, and perfecting your phone etiquette. But that's not all! "The Arc of Communication!" also explores nonverbal communication, including body language and facial expressions. By the end of the course, you'll have an arsenal of scripts and communication tools that you can use in any social situation, whether it's a familiar setting or a new one. So what are you waiting for? Join us on this exciting journey to becoming a communication pro!

Discovery & Exploration – Part 1

Individuals participating in Exploration & Discovery will assess their likes/dislikes, environmental and learning preferences. Through mock workstations individuals will try new tasks, test their skills, and explore their interests. In addition to hands on learning, individuals will attend virtual tours of different settings within the local community to discover different environmental preferences. This course is appropriate for young adults who want to discover their interests, learning styles, preferences, and skills.

Discovery & Exploration – Part 2

This course is designed to explore aligning opportunities for individuals who have identified their interests, skills, and preferences in Discovery & Exploration – Part 1 or similar coursework. This course will simulate the current hiring process, allowing participants to practice skills needed to get and keep a job. During Part 2, participants will use their experience and interests to create an About Me portfolio. Individuals will organize their volunteer/work experience, references, skills, and interests into a cohesive working document. Individuals will then use this information to develop a blueprint for short-term and long-term goals. At the end of this course, individuals will understand their strengths, challenges, and preferences as they navigate and prepare for their future.

Dress4Success

The Dress4Success curriculum provides individuals with essential hygiene and grooming skills necessary for workplace environments. In this course, participants will learn how to dress appropriately for the workplace and maintain proper hygiene based on their specific needs. The course features practical components designed to enhance real-world applicability, including insights on optimal laundry frequency, effective time management strategies, and an in-depth understanding of the diverse uniform requirements across various industries. Throughout the course, participants will also enjoy the unique opportunity to engage in creating a detailed activity analysis or task assessment. This customized project will align with their specific employment goals, helping them to visualize and plan their path towards achieving those goals, whether they are currently employed, seeking employment in the near future, or aspiring to employment goals in the distant future.

Everyday Technology:

Everyday Technology reviews the fundamental components of operating virtual meeting platforms, electronic communication, and app discovery. This course is for young adults who want to brush up on their electronic communication skills and are interested in discovering (or rediscovering) apps that promote autonomy. During this hands-on course, individuals will draft, send, and reply to email correspondences, enhance communication skills, and learn about internet safety. During this course, we will explore and access well-known platforms and virtual communication tools prevalent in modern life. Individuals participating in this course will use Prep4Success iPads equipped with dozens of apps to explore. Activities and lessons are customized to meet the goals and areas of skill development unique to each person.

Getting Places Safely (GPS)

The Getting Places Safely (GPS) curriculum empowers individuals with the tools to confidently and safely navigate their communities. Through this course, participants can expect to plan and map routes within their local community and apply this knowledge outside of the Prep4Success meeting time. They will learn essential navigation tools, including how to use GPS technology on their personal devices, recognize local public transit and ParaTransit, read signs, and know what to do in case of an emergency. Individuals will leave the GPS curriculum not only with the ability to navigate their communities safely but also equipped with invaluable skills such as time management, communication, and problem-solving.

Hands-on-Banking® with Prep

Prep4Success delivers components of the Hands-on-Banking® Money Skills You Need for Life curriculum and resources developed by Wells Fargo to provide individuals with a unique financial learning experience. This course begins with the basics of money and how it is earned. Participants will learn to understand their paychecks, track their spending, and find ways to keep their money safe.

After covering these foundational concepts, individuals will examine the differences between "needs" and "wants," which will help them create budgets based on their expenses. This course is suitable for anyone, regardless of whether they have prior experience receiving a paycheck. To get the most out of the course, participants should be comfortable with basic numerical values and be able to add and subtract, including with the support of a calculator.

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Health & Wellness

The Health & Wellness curriculum offers a comprehensive exploration of everyday habits that empower individuals to cultivate a healthier and more fulfilling lifestyle. Throughout the course, participants will learn about food groups and meal planning and gain skills to interpret nutritional labels on packaging with confidence.

Moreover, the curriculum encourages participants to integrate exercise seamlessly into their daily routines, promoting not just an active lifestyle, but one that aligns perfectly with their personal preferences and needs. As they embark on this journey toward improved physical health, participants will also discover valuable insights into enhancing their mental well-being. Engaging discussions will cover effective coping techniques and the practice of various strategies, fostering a holistic approach to well-being that nurtures both mind and body.

Let's Get Hired!

Participants of the "Let's Get Hired!" curriculum, offered by Prep4Success, will learn crucial work readiness skills. The course will cover essential areas such as how to navigate job networking sites, setting vocational goals, interests, and preferences using websites like O*Net and CareerOneStop. Moreover, participants will have the opportunity to create or update their resumes using templates to prepare for future employment opportunities. During the program, simulation apps will be utilized, and mock interviews will be held to help practice the communication skills necessary for a successful interview process. By the end of the curriculum, individuals will have a solid foundation of knowledge to prepare them for their next steps toward reaching their employment goals.

My Options-My Future

"My Options-My Future" explores the opportunities available in adulthood. Participants will learn about various options such as employment opportunities, housing, educational possibilities, and other services available in their area. This course equips individuals with the tools they need to navigate and evaluate their options, enabling them to make informed choices and set goals based on their personal needs and desires.

In this course, participants will create presentations highlighting their past, current, and future programming or employment goals. This collaboration allows them to share insights and learn from one another about available opportunities. Participants will also use the Prep4Success technology apps to research, develop a plan, and set goals for their future. Candidates for this course should be comfortable using an iPad or similar technology and have some experience conducting basic internet searches.

Nothing About Me Without Me!

The "Nothing About Me Without Me" foundation encourages self-advocacy in different settings, including home, education, and work. Participants in this course will engage in simulation games that help them develop problem-solving skills for everyday situations. For example, managing time, handling missed ParaTransit rides, or seeking help with new tasks at work. Through this program, individuals will identify their circle of support and learn how to approach their support team on different topics. The course also explores post-high school options, such as employment, transition, and day programs. Participants will discover the possibilities and tools to help them advocate for their wants, needs, and preferences. Ultimately, the course will equip individuals with the confidence and resources to navigate adulthood successfully, no matter their next chapter.

Overcoming Obstacles®

Prep4Success embraces the comprehensive Overcoming Obstacles® curriculum to equip participants with vital life skills and concepts that are crucial for personal and professional development. Through engaging lessons, participants dive into the principles of empathy and integrity while exploring effective coping strategies tailored for the workplace environment. In addition to these foundational skills, the curriculum emphasizes the importance of clear and effective communication and the art of setting achievable goals. This empowering course is ideal for individuals who aspire to deepen their emotional awareness, refine their coping strategies, recognize available support systems, and establish meaningful personal objectives. Participants will emerge better prepared to navigate life's challenges and pursue their aspirations with confidence.

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Social Cues & Maintaining Relationships

The "Social Cues & Maintaining Relationships" curriculum serves as a valuable extension of the foundational "Arc of Communication" curriculum. While the "Arc of Communication" primarily focuses on the recognition and interpretation of body language, the "Social Cues & Maintaining Relationships" program delves deeper into the critical soft skills necessary for effective social interaction and relationship building.

The curriculum features a diverse range of engaging activities, interactive role-playing, and dynamic educational games, all designed to enhance participants' situational awareness and comfortability in various social situations. Through these elements, individuals will learn to not only recognize and interpret their own body language but also to understand the non-verbal cues of others. Participants will also develop the ability to identify and navigate conversation starters and potential barriers, enhancing their overall communication effectiveness.

Moreover, the curriculum explores skill sets such as active listening, assertive communication, and conflict resolution, this program equips participants with the tools they need to forge new friendships, nurture existing relationships, and create professional connections that can lead to career advancement.

The skills explored through this curriculum are invaluable for anyone looking to thrive in diverse social environments, whether they are seeking to connect with peers, maintain long-lasting friendships, or establish fruitful professional relationships with prospective employers.

Staying Organized

In today's ever-changing climate, where we may attend in-person events one day and virtual meetings the next, staying organized is more important than ever. This comprehensive course is designed to equip participants with essential skills for effective organization and structure, whether at home, in school, managing a work schedule, or juggling multiple programs.

Throughout the course, participants will learn how to take control of their schedules, commitments, and responsibilities. By the end, each participant will have developed a detailed and up-to-date personal calendar that outlines upcoming appointments, recurring events, and important tasks.

In addition to calendar management, participants will engage in practical exercises to gain confidence in making, scheduling, and canceling appointments with ease. Furthermore, they will create a personalized daily structure template tailored to promote consistent skill maintenance, build stamina, and establish a reliable routine that can seamlessly integrate into their daily lives. This course emphasizes individual accountability while cultivating the skills necessary to thrive in a dynamic environment.

Technology: Beyond the Basics

Technology: Beyond the Basics teaches the different functions of Microsoft Word and Excel, Google Drive, and working with live documents. This course dives deeper into technology by learning Microsoft programs' mechanics and operation, storage drives, and live documents. This course is suitable for young adults who are comfortable typing and have general knowledge and familiarity with keyboard functions and navigating laptop or iPad applications. This course's activities include app exploration, designing puzzles using Google Spreadsheets, and creating vision boards with Word Art and Google Drawings. This course is an excellent opportunity for anyone who wants to enhance their digital skills and creativity with hands-on learning.

What Would You Do?!

Individuals participating in What Would You Do?! will assess and build their problem-solving skills. This course is appropriate for young adults who want to increase their autonomy by developing critical thinking skills. This course offers opportunities to enhance critical thinking skills based on common situations through mock scenarios, role-play, and related games. Participants will learn to make better judgments and decisions by analyzing information and identifying and weighing options and consequences. The curriculum includes prioritizing tasks, identifying wants versus needs, and how our decisions may impact another person. Additionally, individuals will explore various tools to support them in decision-making, adding to their toolbox for continued skill development outside of Prep4Success.



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