

# **Miracle Center Life Development Syllabus**

## **Course Information**

**Duration:** 5-Weeks Intensive / 24 Month Continued Support

**Course Hours:** Mon - Fri 8:30am – 4:30pm

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## **Course Description**

Miracle Center's Life Development program is a 5-week intensive course that helps unemployed or underemployed individuals increase their value in the job market. Program participants will take part in corporate level certificate programs (Goal Setting, Time Management, Emotional Intelligence, Critical Thinking, Creative Problem Solving, Communication Strategies, Conflict Resolution Accountability in the Workplace and Job Readiness). They will also receive instruction in character development, so they could develop the personal qualities needed to succeed in any career they pursue.

After the 5-week intensive, Miracle Center will continue to work with program participants for 2 years while they develop personal stability, as well as stability in their career path. This on-going after care support will include developing a strategy for success, help finding resources, life management coaching, continued education, and counseling as needed. All of this support and assistance will afford every student the best opportunity to be successful. Not only in the short term, but more importantly, in the long term.

## **Dress Code**

All participants are expected to dress professionally, anything that is revealing or inappropriate will not be tolerated. All attire should be clean and in good shape, any attire with rips, tears or holes will not be tolerated. All participants are required to avoid attire with offensive or inappropriate drawings or sayings.

## **Expectations and Guidelines**

- The Campus of Hope is a drug and alcohol-free campus. This includes marijuana
- Personal hygiene must be good and considerate of others
- If sick with a temperature, cough, vomit, or diarrhea do not attend class
- Profanity is prohibited
- Attendance and punctuality are a must. Excessive absences will result in having to retake the course
- No headphones or cell phones to be used during course hours

### **Americans with Disabilities Statement**

Students with documented disabilities who may need special instructional accommodations or who may need special arrangements in the event of an evacuation should notify the instructor prior to the first day of class.

### **Non-Discrimination Policy**

The Miracle Center is an affirmative action, equal opportunity organization. It is the policy of the Miracle Center Board of Directors that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities or employment.

### **Graduation Guidelines**

- Completed 60 hours of certificate training
- Completed 40 hours of character development training
- Completed 40 hours of job readiness
- Participate in 60 hours of Life Management support
- Develop a professional resume
- Participate in assigned projects and tests
- Pass Miracle Center course work with 60% proficiency or greater

# Life Development Program Schedule

## Week 1

### Goal Setting & Time Management

#### ❖ SMART Goals

- Understand the SMART goals system
- Create SMART goals
- Use SMART goals for career success

#### ❖ Time Management

- Overcome procrastination
- Manage time effectively
- Accomplish important tasks
- Self-motivate

### Character Development

#### ❖ Module I

- Understand the principles of honesty, integrity, and acceptance and how they work in life
- Rejecting a judgmental mindset and developing a growth mindset
- Using the right measuring stick in life
- Developing a hope that is fruitful

## Week 2

### Emotional Intelligence

#### ❖ Defining Emotional Intelligence

- Define and practice self-management, self-awareness, self-regulation, self-motivation, and empathy
- Understand, use and manage your emotions

#### ❖ Communicating with Emotional Intelligence

- Verbally communicate with others
- Successfully communicate with others in a non-verbal manner

#### ❖ Benefits of Emotional Intelligence

- Identify the benefits of emotional intelligence
- Relate emotional intelligence to the workplace
- Balance optimism and pessimism
- Effectively impact others

## **Character Development**

### **❖ Module II**

- How to develop the willingness needed to take action
- Having the courage to change
- Understanding that growing is incremental
- Persevering in personal growth and development

## **Week 3**

### **Critical Thinking & Creative Problem Solving**

#### **❖ Critical Thinking**

- Define critical thinking
- Understand the critical thinking process
- Identify the role of logic, and reasoning
- Recognize benefits and barriers to critical thinking
- Identify characteristics of a critical thinker
- Evaluate information using critical thinking skills
- Recognize ways to improve skills
- Explore and revise perspective, when necessary
- Comprehend problem solving abilities

#### **❖ Creative Problem Solving**

- Understand problems and the creative problem solving process
- Identify types of information to gather and key questions to ask in problem solving
- Identify the importance of defining a problem correctly
- Identify and use four different problem definition tools
- Write concrete problem statements
- Use basic brainstorming tools to generate ideas for solutions
- Use idea generating tools, such as affinity diagrams, word chaining, the box method, the six thinking hats, and the blink method
- Evaluate potential solutions against criteria, including cost/benefit analysis and group voting
- Perform a final analysis to select a solution

## **Character Development**

### **❖ Module III**

- Integrity in the growth process
- How to grow with humility
- Demonstration unconditional love
- Compassion and empathy

## Week 4

### Communications Strategies & Conflict Resolution

#### ❖ Communication Strategies

- Understand what communication is
- Identify barriers to communication and how to overcome them
- Use the STAR method
- Listen actively and effectively
- Use appreciative inquiry as a communication tool
- Adeptly converse and network with others
- Identify and mitigate precipitating factors
- Establish common ground with others

#### ❖ Conflict Resolution

- Understand what conflict and conflict resolution mean
- Understand all six phases of the conflict resolution process
- Understand the five main styles of conflict resolution
- Be able to adapt the process for all types of conflicts
- Be able to break out parts of the process and use those tools to prevent conflict
- Be able to use basic communication tools, such as the agreement frame and open questions
- Be able to use basic anger and stress management techniques

### Character Development

#### ❖ Module IV

- Developing the right standard
- Finding a direction for your life
- Taking personal responsibility in life
- Growing in discipline

## Week 5

### Accountability in the Workplace & Job Readiness

#### ❖ Accountability in the Workplace

- Define accountability and personal accountability
- Differentiate between ownership and accountability
- Use feedback as a tool to enhance performance
- Understand the barriers to workplace accountability
- Focus on building accountability leadership
- Effectively set SMART goals

- Identify the components of the cycle of accountability
- Work toward achieving the benefits of accountability

❖ **Job Readiness**

- Define your objectives and purpose in your search for employment
- Help you establish SMART goals in the job-hunting process
- Assist you in developing a first month plan of action for your job search
- Craft an effective resume
- Form an attractive cover letter
- Develop and present a portfolio of your prior work
- Learn networking skills in finding leads for jobs
- Efficiently get interviews and thrive in the interview process

## Character Development

❖ **Module V**

- Developing an awareness of your surroundings
- Having a heart to serve
- Cultivating other people
- Becoming a benefit to the community