

Working to Wellness Participants:

Thank you for participating in this work readiness development program. There have been challenges presented to you – and you have stepped up and met them! Congratulations.

We have tried to anticipate and many skill areas which may be helpful to you. One of the biggest challenges is not the work you do, but the people you will work with. Toward this aim we have talked about:

- Being an effective “team” player
- Work skills
- Managing gossip
- Confidentiality
- Work ethics
- Positive attitude
- Managing conflict
- Dealing with “difficult” people – including your supervisors
- Emotional Intelligence
- Managing stress in the workplace and at home
- Dressing for success
- Job Interviewing Skills
- Resume’s
- Managing work “politics”
- Learning to confront

Now we would like **your honest opinion** about the classes and groups you have attended. Please indicate how you feel about each of these topic areas and how they were taught & helpful for you.

Topic	Could have Been better	Taught well	Really good & helpful	Want more info on this topic (explain)
Being an effective “team” player				
Positive Work Skills				
Managing Gossip				
Work Ethics				
Positive Attitude				
Managing Conflict				
Learning to Confront others				
Managing work Politics				
Dealing with “difficult” people – including supervisors				
Resume’s				
Job interviewing skills				
Dressing for Success				
Managing stress in the workplace and at home				
Emotional Intelligence				

Ticket

Welcomed W-W group this morning. Reviewed the many topics, work skills, problem areas, etc. that we have covered in class. Group identified and shared the following:

1. Strengths gained and recognized as a consequence of this skill class.
2. People skills gained as a consequence of skill class.
3. Ability to work with supervisor in a better way as a result of this class.

Then proceeded to discuss how new skills learned have been implemented in the workplace. Particular attention paid to work ethics and getting along with others despite personal influences. Talked about new areas of learning they might like help with.

Individual Note:

Client participated actively with group. Willing to share own growth areas and particular challenges encountered both at work and at home.

Plan:

- Continue supporting sobriety with ongoing contact as necessary and/or desired.
- Continue encouraging support group attendance.