



# Trainers' Manual: Self-Development, Job Readiness Training (4)

*Alyse King*

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Americans who have never worked or have been away from work for an extended period of time may lack or have lost their positive self-image and self-confidence. At times, they may even feel like a failure. Alyse King felt like this many times during her twenty-two year journey helping her son and daughter to manage their traumatic experiences and educational disappointments.

The thought of making new friends, going to school, starting a job-training program and hunting for a job, may even be overwhelming for your Trainees. Learning how to handle these every day stresses and rebuild their lives is crucial to experiencing success with whatever they choose to do with their lives.

Since success is not a destination but a continuous journey, Trainers are necessary to remind those attempting to rebuild their lives to continue developing and learning as they travel through life. You are also needed to tell them to always be aware of the opportunities available to them, show them how to recognize these opportunities, and encourage them to never allow any of those opportunities to slip away. Trainers are also necessary to help them identify emerging opportunities.

Your Trainees' achievements at work, in school, with friends and with family are mostly determined by the way they feel and think about themselves. It depends on their self-image. It is difficult to be interested in enjoying life if they don't know what experiences and opportunities are available. As their Trainer, part of your value is in helping them to realize this.

Self-image emanates from within each person. Self-image is a reflection of what each person thinks about herself or himself. It begins with self-analysis, self-knowledge and self-enrichment. It is necessary to learn how to modify thinking and behavior. If thoughts are positively modified, behavior and self-image will automatically shine and be visible to everyone. This process is not just a one-time experience. It is a continuous process that will eventually become a routine.

Helping others learn to develop a healthy and strong self-worth and to regard herself or himself as a unique person, with abilities and qualities that are valuable, will ease their search for success and happiness.

As Americans who have never worked or suffered chronic illnesses or been financially traumatized for one reason or another begin their recovery process, they are undoubtedly thinking about their self-worth, their confidence, dreams and goals. S/he may be thinking about their educational goals, their job skills or perhaps even getting a job, or engaging in volunteer work. S/he may be worrying about not having the right set of skills, or not having any skills at all.

As their Trainer, tell them: **DO NOT WORRY!** This Trainer's Manual contains information and access to training tools as well as expert consultation services that will help.

As their Trainer, encourage your Trainees to practice every day the skills they acquire from your training. Encourage your Trainees to talk about them. Encourage your Trainees to tell their friends and relatives what they are learning. Encourage your Trainees to tell them how it is helping them to develop personal skills and

job readiness skills.

As you begin making a difference as a Trainer who provides self-development and job readiness training as well as job searching training, you will feel confident in your ability to positively contribute to the lives of others because, by using this Trainer's Manual, you will be well equipped to train those seeking to improve their quality of life by successfully gaining access to the job market.

Yes, YOU CAN empower Americans to cope, return to work, live independently, be productive and secure a job if you acquire the right tools and learn to recognize the value of the information contained in this Trainer's Manual.

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