

# Teen Education and Enrichment Programs

## MCCA Work Ready Certificate Manual

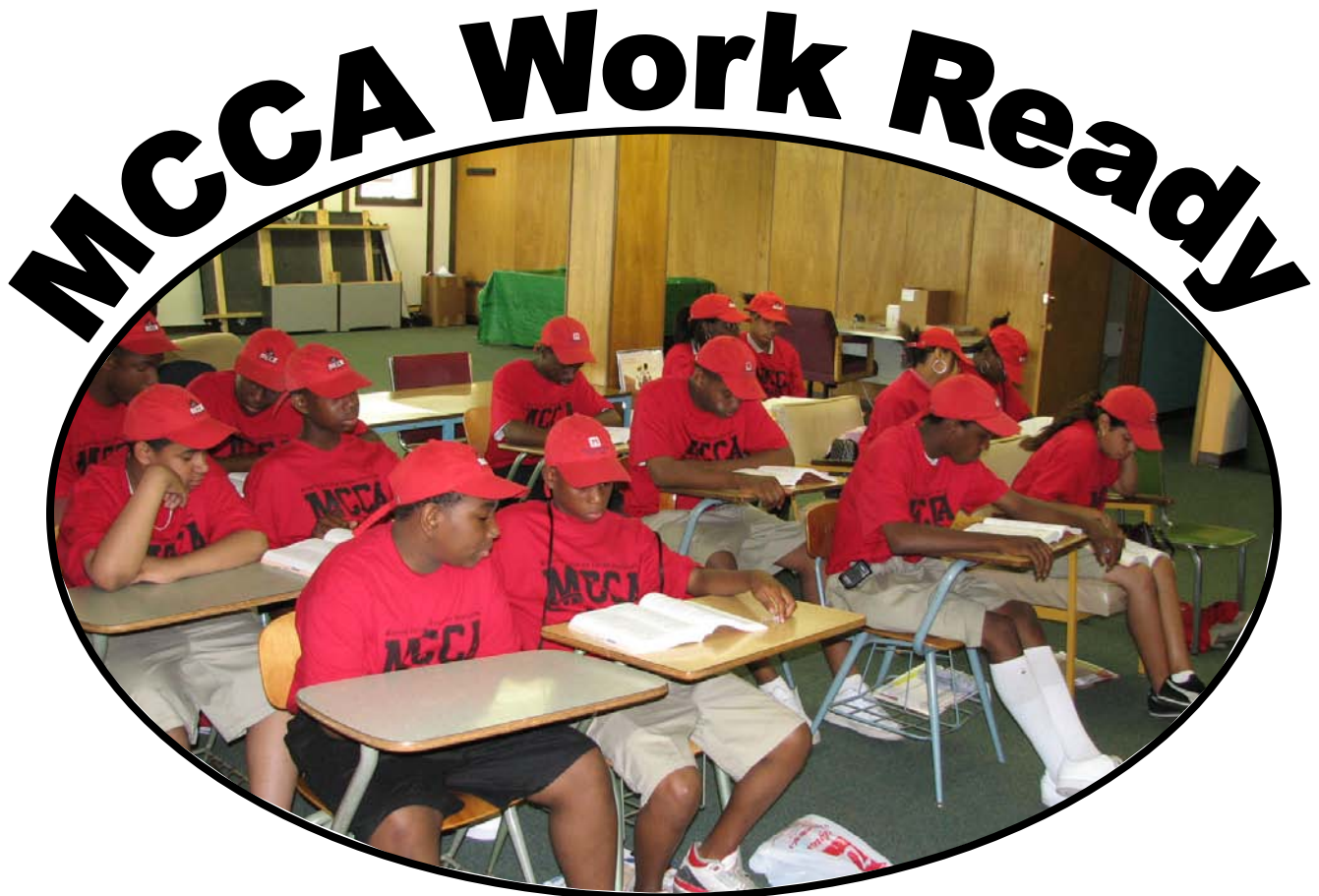
Part 1: Life Skills

Part 2: Job Readiness

Part 3: Finding a Job

Part 4: Visiting Potential Employers

Part 5: Working Well with Others



“BUILDING FUTURE LEADERS”

### MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

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**MCCA**  
*Sports*  
Ministry



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<b>MCCA Work Ready Certificate Program</b>			
<b>Part 1 Life Skills</b>	<b>Level 1 Student</b>	<b>Level 2 Student</b>	<b>Level 3 Student</b>
Healthy Relationships	X	X	X
Good Hygiene Habits	X	X	X
Anger Management	X	X	X
Time Management	X	X	X
Learning to be Accountable	X	X	X
<b>Part 2 Job Readiness</b>	<b>Level 1 Student</b>		
Assessing Your Personal Skills	X	X	X
Communicating With Others	X	X	X
Benefits of Working	X	X	X
Volunteering and Internships	X	X	X
How to Write a Resume	X	X	X
<b>Part 3 Finding a Job</b>		<b>Level 2 Student</b>	
Attending Job Fairs	NA	X	X
Searching for Employment	NA	X	X
<b>Part 4 Visiting Potential Employer</b>		<b>Level 2 Student</b>	
Dressing For Success	NA	X	X
Filling Out an Application	NA	X	X
Interviewing	NA	X	X
<b>Part 5 Working With Others</b>			<b>Level 3 Student</b>
Learning Your Job	NA	NA	X
Working with a Team Concept	NA	NA	X
Ethics in the Work Place	NA	NA	X

# Teen Education and Enrichment Programs

## Part 1 Life Skills:

Workshop 1: Healthy Relationships

Workshop 2: Good Hygiene Habits

Workshop 3: Anger Management

Workshop 4: Time Management

Workshop 5: Learning to be Accountable

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# Part 1

# Life Skills

## Workshops # 1

### Healthy Relationships

- A. **Healthy Relationships: A Guide for Teens**
- B. **10 Tips for Building Healthy Relationships**

## Workshops # 2

### Good Hygiene Habits

- A. **Defining Hygiene**
- B. **Personal Hygiene**
- C. **Tips for Good Hygiene**

## Workshops # 3

### Anger Management

- A. **4 Myths About Anger**
- B. **Managing Anger**
- C. **Anger Management Counseling**

## Workshops # 4

### Time Management

- A. **Time Management Principles**
- B. **Step By Step Approach To Time Management**

## Workshops # 5

### Learning to be Accountable

- A. **Becoming An Accountable Teen**
- B. **Critical Thinking**
- C. **Assumptions, Inferences and Evaluations**



# Teen Education and Enrichment Programs

## Part 1 Life Skills: Workshop #1

### Healthy Relationships

A. Healthy Relationships: A Guide for Teens

B. 10 Tips for Building Healthy Relationships

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# Healthy Relationships

## Healthy Relationships: A Guide for Teens

Healthy relationships are fun and make you feel good about yourself. You can have a healthy relationship with anyone in your life, including your family, friends and dating partners. Relationships take time, energy, and care to make them healthy.

The relationships that you make in your teen years will be a special part of your life and will teach you some of the most important lessons about who you are. This guide was written to help you understand different kinds of relationships, what makes each relationship special, and how to communicate in a positive way. We have included common stories and fun ways to work on many kinds of relationships.

### **What makes a relationship *healthy*?**

***Communication & Sharing:*** The most important part of any healthy relationship between two people is being able to talk and listen to one another. You and the other person can figure out what your common interests are. You can share your feelings with the other person and trust that they will be there to listen and support you. In healthy relationships, people don't lie. Communication is based on honesty and trust. By listening carefully and sharing your thoughts and feelings with another person, you show them that they are an important part of your life.

***Respect and Trust:*** In healthy relationships, you learn to respect and trust important people in your life. Disagreements may still happen, but you learn to stay calm and talk about how you feel. Talking calmly helps you to understand the real reason for not getting along, and it's much easier to figure out how to fix it.

In healthy relationships, working through disagreements often makes the relationship stronger. In healthy relationships, people respect each other for who they are. This includes respecting and listening to yourself and your feelings so you can set boundaries and feel comfortable. You will find that you learn to understand experiences and feelings of others as well as having them understand your experiences and feelings.

### **How do I know that I have a healthy relationship with someone?**

You know that you are in a healthy relationship with someone because you feel good about yourself when you are around that person. Unhealthy relationships can make you feel sad, angry, scared, or worried.

Healthy peer relationships involve an equal amount of give and take in the relationship. In unhealthy relationships, there is an unfair balance. You may feel that most of the time you are giving the other person more attention than they give to you.

# Healthy Relationships

You should feel safe around the other person and feel that you can trust him/her with your secrets. In a healthy relationship, you *like* to spend time with the other person, instead of feeling like you're pressured into spending time with them.

Unhealthy relationships do not include trust and respect, which are very important parts of a family relationship, good friendship, or dating relationship. No one deserves to be in an unhealthy relationship.

When you argue with your friends, you can go home and get away from them. But, when you argue with a brother or sister, they are in your house and you may feel like you can't get away from them. **Talking things out and coming up with rules that you and your brothers and sisters agree on will make living together a lot easier.**

**Here are some ways to handle an argument and help you to avoid fighting with your brother(s) or sister(s):**

**Go for a walk or go to separate rooms in the house,** before you lose your temper in an argument.

**Talk to your parents about what is bothering you.** Most likely they will be able to give you advice.

**Set up your own personal space.** Even if you share a bedroom, make a little space (even in a corner of your bedroom) that is all yours. Tell your brother or sister that they need to knock before coming into your bedroom or your special area of a shared bedroom.

**Respect your brother or sister's personal space too** - whether it is their room or a part of your shared bedroom. They will be more likely to show you the same respect in return.

**Decide ahead of time how you are going to share the phone.** For example, you can figure out separate times when each of you can talk to your friends.

**Take turns with the television.** Talk ahead of time about what shows you want to watch, then take turns watching your favorite shows if they are on at the same time.

# Healthy Relationships

**Pick your battles.** Try to figure out what is really bothering you. This will help you to know if the problem is worth arguing about. Some issues may be more important than others.

Now that you have some ideas on how to avoid fighting, you may want to think about how to work on building a healthy relationship with your brother or sister. Talking about the things that are bothering you in a calm way really helps.

Doing things together, like going on a bike-ride or watching a movie will give you a chance to talk to each other and enjoy the time that you spend together too.

Friendships can be complicated at this time in your life. You may be making new friends while you are trying to keep old friends. One thing that can make any relationship complicated is peer pressure.

Peer pressure is when you chose to do something you usually *wouldn't* do, or you stop doing something that you normally *would* do because you are worried about what your friends will think. Some friends may pressure you to do something because "everyone else does it," such as making fun of someone. One of the biggest challenges that you may have to face is standing up to a friend.

**Here are tips to help you handle a disagreement with a friend:**

**You always have the right to say "no" to your friend whenever you want to.** In a healthy friendship, you should not be afraid of losing a friend because you say "no." Good friends should respect your right to say no about anything and not give you a hard time. It is important that you show your friend the same respect when they say no to you.

**If you and your friend disagree about something or have an argument, it does not mean that you have an unhealthy relationship.** You will not always agree with what your friend has to say. As long as you and your friend can talk to one another and listen to what each person has to say, you should be able to work through a disagreement. Healthy friendships involve trust and being able to respect each other's differences.

**The friends that you make and the relationships you develop will help you learn a lot about yourself.** Your friendships may be the most important thing to you right now. You will find out what things you like to do together but more importantly, you will learn about the kind of friends you want to have and the kind of friend you want to be to others.



# Healthy Relationships

There is no best age for teens to begin dating. Every person will be ready for a dating relationship at a different time. Different families may have certain rules about dating too.

When you decide to start a new dating relationship, it should be because you care about someone and not because you feel like you have to have a boyfriend or girlfriend. A dating relationship is a special chance to get to know someone, share your thoughts and feelings with each other, and do activities together.

Healthy dating relationships should start with the same ingredients that healthy friendships have, such as good communication, honesty, and respect. Dating relationships are a little different because they may include physical affection, like hugging, kissing, or holding hands.

As with all relationships, it may be tempting at first for you to spend all of your time with your new partner. But, making special time to spend together and apart means that you will be able to work on having a healthy relationship with the person you are dating and with other people in your life, like your friends and family.

You should NEVER feel pressured to do something that you don't want to do. He/She should always respect your right to say no to anything that makes you feel uncomfortable. It is important that you are both clear with each other about your values and your limits. By talking about how each of you feel about a lot of things, you may avoid getting into situations where you are pressured into making a decision on the spot about something very important.

**Here are some tips for starting a healthy dating relationship and ways to stay safe:**

**Get to know a person** by talking on the phone or at school before you go out with them for the first time.

**Go out with a group of friends to a public place** the first few times you are spending time together.

**Plan fun activities** like going to the movies, a picnic, the mall, a walk, etc.

**Be clear with the other person** about what you feel comfortable doing and what time your parent(s) or guardian(s) expect you to be home.

**Tell at least one friend and especially your parent(s)** where you are going, who you will be with, and how to reach you.

# Healthy Relationships

Dating relationships can be a fun and exciting part of your life now. They may be a little confusing, especially if dating is new to you. Once you know that the person that you like, likes you too, you may be unsure of what to do next. You can start by learning about what makes a dating relationship healthy. The most important thing to remember is staying safe, especially when you begin to date.

Your relationship with your parents may be confusing right now. As you are growing and changing, you have more responsibilities and also more freedom to spend time with other people like friends or dating partners. While you may feel ready to make your own decisions about where and when you go places, your parents will put limits on you. The reason that your parents do this is because they care about you and want to protect you from danger. You may find that you are fighting with your parents more than you used to.

**Here are some tips for how to avoid and handle arguments with your parents:**

**Discuss the rules ahead of time** and not at the last minute. This way you will be able to tell what they will say yes or no to before you make plans. Your parents can also explain to you why each rule is in place. Ask them to give you the chance to explain how the rules make you feel and suggest what you think are appropriate rules. Your parents may be willing to listen to your ideas and use them when making rules that you both agree on.

**Try to remain calm** and do not lose your temper when your parents say no to something. You will show your parents that you are responsible and mature by talking instead of yelling and listening to what they have to say.

**Follow each rule that they set.** If your parents tell you to be home at a certain time, stick to it. They may begin to worry about your safety if you are late. By being responsible and by following rules, your parents may be willing to negotiate a later time in the future, especially if they know that you will follow their rules.

**Pick your battles.** Try to figure out what is really bothering you. This will help you to know if it is worth arguing about. Some issues may be more important than others.

**Spend time with your family.** Some teens argue with their parents over the amount of time they spend with their friends. Communicate with each other and make some special family time so that you can all enjoy the time you spend at home. Suggest activities that your whole family will enjoy together such as going for a hike, a bike ride, or going to the beach

# Healthy Relationships

## 10 Tips for Building Healthy Relationships

September 10th, 2007 by Tejvan Pettinger

### 1. Speak a little less, listen a little more

Most people get tremendous pleasure from speaking about themselves. But, here we have to be careful; if we always speak about our achievements or tribulations, people will get fed up with our egoism.

If we are willing and able to listen to others, we will find it much appreciated by our friends. Some people are not aware of how much they dominate the conversation. If you find you are always talking about yourself, consider the advice of the Greek philosopher, Epictetus:

“Nature gave us one tongue and two ears so we could hear twice as much as we speak.”

### 2. Which is more important being right or maintaining harmony?

A lot of problems in relationships occur because we want to maintain our personal pride. Don't insist on always having the last word. Healthy relationships are not built through winning meaningless arguments. Be willing to back down; most arguments are not of critical importance anyway.

### 3. Avoid Gossip

If we value someone's friendship we will not take pleasure in commenting on their frequent failings. They will eventually hear about it. But, whether we get found out or not, we weaken our relationships when we dwell on negative qualities. Avoid gossiping about anybody; subconsciously we don't trust people who have a reputation for gossip. We instinctively trust and value people who don't feel the need to criticise others.

### 4. Forgiveness

Forgiveness is not just a cliché, it's a powerful and important factor in maintaining healthy relationships. However, real forgiveness also means that we are willing to forget the experience. If we forgive one day, but then a few weeks later bring up the old misdeed, this is not real forgiveness. When we make mistakes, just consider how much we would appreciate others forgiving and forgetting.

### 5. Know When to Keep Silent

If you think a friend has a bad or unworkable idea, don't always argue against it; just keep silent and let them work things out for themselves. It's a mistake to always feel responsible for their actions. You can offer support to friends, but you can't live their life for them.

# Healthy Relationships

## **6. Right Motive**

If you view friendship from the perspective of “what can I get from this?” you are making a big mistake. This kind of relationship proves very tentative. If you make friendships with the hope of some benefit, you will find that people will have a similar attitude to you. This kind of friendship leads to insecurity and jealousy.

Furthermore, these fair weather friends will most likely disappear just when you need them most. Don't look upon friends with the perspective “what can I get out of this?”. True friendship should be based on mutual support and good will, irrespective of any personal gain.

## **7. Oneness.**

The real secret of healthy relationships is developing a feeling of oneness. This means that you will consider the impact on others of your words and actions. If you have a true feeling of oneness, you will find it difficult to do anything that causes suffering to your friends. When there is a feeling of oneness, your relationships will be free of jealousy and insecurity.

For example, it is a feeling of oneness which enables you to share in the success of your friends. This is much better than harbouring feelings of jealousy. To develop oneness we have to let go of feelings of superiority and inferiority; good relationships should not be based on a judgemental approach. In essence, successful friendship depends on the golden rule: “do unto others as you would have done to yourself.” This is the basis of healthy relationships.

## **8. Humour**

Don't take yourself too seriously. Be willing to laugh at yourself and be self-deprecating. This does not mean we have to humiliate ourselves, far from it — it just means we let go of our ego. Humour is often the best antidote for relieving tense situations.

## **9. Work at Relationships but don't over analyze**

Maintaining healthy relationships doesn't mean we have to spend several hours in the psychiatrist's chair. It means we take a little time to consider others, remembering birthdays and anniversaries etc.

But, it is a mistake to spend several hours ruminating and dissecting relationships. This makes the whole thing very mental; it's better to forget any negative experiences. Good friendships should be built on spontaneity and newness, sharing a moment of humour can often do more benefit than several hours of discussion.

# Healthy Relationships

## 10. Concern and Detachment

Healthy relationships should be built on a degree of detachment. Here, people often make a mistake; they think that being detached means, “not caring”. However, this is not the case. Often when we develop a very strong attachment we expect the person to behave in a certain way. When they don't we feel miserable and try to change them. A good friendship based on detachment means we will always offer good will, but we will not be upset if they wish to go a different way.

*Tejvan Pettinger is a member of the Sri Chinmoy Meditation Centre. He lives in Oxford where he works as a teacher. He also offers mediation classes as a community service and updates a blog at Sri Chinmoy Inspiration a collection of articles on [meditation and self improvement](#). Photo: [Tejvan Pettinger](#).*