

SKIL KEYS Core Training Modules

Each module is designed to be interactive and engaging. The starred topics (*) are ideal for an 8-week/8-session training series.

Module 1: Life Skills

Helping individuals gain confidence and emotional tools for daily success:

- *Daily routines and building healthy habits*
- *Self-care for mind and body*
- *Conflict resolution, emotional regulation, and stress management*
- *Interpersonal relationship-building and teamwork*
- *Reading and using nonverbal communication: body language, facial expressions*
- *Making decisions, building confidence, and practicing self-advocacy*
- *Facing and overcoming personal challenges*

Module 2: Independent Living Skills

Guiding participants toward greater independence in everyday tasks:

- *Basic cooking and household cleaning*
- *Organizing living spaces and time*
- *Budgeting and money management*
- *Using public transportation confidently*
- *Understanding personal and community safety*
- *Taking notes and personal recordkeeping*
- *Setting schedules and digital or physical reminders*

Module 3: Transition & Vocational Skills

Preparing learners for life after school and success in the workplace:

- *Goal-setting and adapting to change*
- *Planning for post-secondary education*
- *Exploring different job options and industries*
- *Getting ready for work: career interest surveys, soft skills, making eye contact*
- *Preparing for and practicing job interviews*
- *Communicating clearly with employers and coworkers*
- *Understanding workplace rights and responsibilities (for both employee and employer)*

Module 1: Life Skills

Goal: Develop emotional resilience, personal agency, and effective social strategies.

Key Components:

- **Daily Routines & Habits:** Teach time-blocking, personal hygiene, sleep hygiene, meal prep, and consistent wake/sleep cycles.
- **Self-Care Practices:** Guided mindfulness sessions, basic nutrition tips, and body-awareness check-ins.
- **Conflict Resolution & Stress Management:** Practice “I-statements,” grounding techniques, and active listening through role-play.
- **Relationship-Building:** Exercises on trust, boundaries, and group collaboration (team-building games work well here).
- **Nonverbal Communication:** Body posture workshops, emotion-reading from facial expressions, and practicing eye contact.
- **Decision-Making & Self-Advocacy:** Scenario cards, personal goal maps, and assertive communication strategies.
- **Overcoming Challenges:** Storytelling from community guests, journaling exercises, and resilience “toolkits” for setbacks.

Module 2: Independent Living Skills

Goal: Build confidence and competence in managing daily life.

Key Components:

- **Cooking & Cleaning Basics:** Hands-on lessons for preparing simple meals and creating cleaning checklists.
- **Organizing Spaces & Time:** Bullet journaling, weekly planners, and space-maximizing strategies for small rooms.
- **Money Management:** Practice balancing a budget, distinguishing needs vs. wants, and understanding interest rates.
- **Transportation Skills:** Map-reading, creating sample bus/train schedules, and exploring ride apps in a supervised activity.
- **Safety Awareness:** Identifying emergency contacts, role-playing tricky scenarios (door-to-door scams, online safety).
- **Personal Records:** Keeping ID copies, health forms, and contacts in a binder or digital folder.
- **Reminders & Time Management Tools:** Setting alarms on devices, using calendar apps, or visual schedules with color coding.

Module 3: Transition & Vocational Skills

Goal: Prepare for life beyond school — whether that's college, employment, or other meaningful paths.

Key Components:

- **Goal Setting & Change Management:** SMART goals workshops, creating flexible action plans, and reflecting on progress.
- **Post-Secondary Planning:** Field trips to colleges or trade schools, application guidance, and understanding financial aid.
- **Job Exploration:** Interactive job-matching activities, personality/career inventories (like Holland Code), and volunteer opportunities.
- **Work Readiness:** Practice elevator pitches, handshake etiquette, and appropriate dress for different jobs.
- **Job Interviews:** Practice with mock employers, sample resume building, and answering common interview questions with confidence.
- **Workplace Communication:** Learning to interpret feedback, compose professional emails, and resolve misunderstandings.
- **Workplace Rights:** Understanding disability accommodations, ethical responsibilities, and avenues for support or advocacy.

🌟 8-Week Life Skills Training Roadmap

🟡 Week 1: “Laying the Groundwork” – Routines & Habits

- *Focus:* Structure, daily habits, and why they matter
- *Activities:* Create personal daily routine charts; “Habit stacking” game
- *Take-Home:* Try out a new morning or evening routine and journal about how it felt

🟡 Week 2: “Care Inside & Out” – Self-Care & Emotional Check-Ins

- *Focus:* Understanding basic self-care for physical and mental health
- *Activities:* Build a self-care bingo board; guided breathing or body scan
- *Take-Home:* Complete a self-care challenge (3 practices in 3 days)

🟡 Week 3: “Cool, Calm, & Confident” – Emotional Regulation & Stress Management

- *Focus:* Recognizing and responding to emotions
- *Activities:* Emotion charades; building personal “calm kits”
- *Take-Home:* Try out a calming strategy when feeling overwhelmed and journal the result

🟡 Week 4: “Talk It Out” – Conflict Resolution

- *Focus:* Navigating disagreements and speaking assertively
- *Activities:* Role-play common peer conflict; introduce “I statements”
- *Take-Home:* Practice an “I statement” during the week and reflect on how it went

🟡 Week 5: “Let’s Connect” – Building Relationships & Teamwork

- *Focus:* Friendship-building, trust, and collaboration

- *Activities:* Trust-building challenges; “friendship recipe” activity
- *Take-Home:* Reach out to someone new and write about the interaction

● **Week 6: “Say It Without Words” – Nonverbal Communication**

- *Focus:* Body language, facial expressions, and interpreting social cues
- *Activities:* Mirror exercises; body language skits
- *Take-Home:* Observe three nonverbal cues in real life and note what they might mean

● **Week 7: “Yes, You Can” – Confidence & Self-Advocacy**

- *Focus:* Speaking up, making choices, and believing in oneself
- *Activities:* “What would you do?” scenario game; build personal “confidence shields”
- *Take-Home:* Practice saying “no” or making a small decision independently

● **Week 8: “Rise Strong” – Overcoming Challenges & Wrapping Up**

- *Focus:* Building resilience and reviewing learning
- *Activities:* Personal story mapping; group celebration or “resilience gallery”
- *Take-Home:* Set a personal goal and identify 3 support strategies to help achieve it