



**Program Entitled**  
**“Contemporary Skills for Living”**  
**Created and Facilitated by**  
**Carol McKenzie and Rosa Medicine-Traveller**

**Length of Program:** 12 weeks/48 days  
**Weekly Schedule:** Tuesdays to Fridays  
**Daily Time Schedule:** 9:30 a.m. to 4:30ish p.m.  
**Number of Adults per Program:** 10 – 20 adults

**NOTE:**

- This program can be delivered all at once or over a period of months.
- This program can be offered only to women or only to women who are in recovery.

**Mission Statement of Rosa and Carol**

Rosa and Carol’s mission is to make a positive difference in the lives of others by helping as many people as they can learn to live a balanced life according to their values, beliefs, guiding principles, and authentic self. They have chosen to do this by bringing their hearts, shared values, love of people, personal/professional experiences, and skills to the workshops and programs they offer.

**Qualifications of Rosa and Carol**

**Rosa** is a Siksika Nation member, counsellor, mediator, facilitator, trainer, and business owner. **Carol** is a Certified Professional Coach (trained in Life Skills, Recovery, and Living Your Vision coaching), a retired special education teacher, public speaker, facilitator, and business owner. Both women have had years of experience helping people in their life’s journey to achieve a balanced, healthy lifestyle and to accomplish the goals they set out for themselves. As well, both women know that this type of program was the most valuable to them for their success and happiness in life.

## **Purposes of this Program:**

1. to teach skills that are geared for success in people's personal, professional, and academic life
2. to help people develop transferable skills that are sustainable and applicable in the six key areas of life (self, family, friends, community, employment, and leisure)
3. to create a safe, inspiring, up-building, and fun environment where people can learn and practice skills for living at home, at work, in large and small communities, and in educational institutions
4. to give people an opportunity to create a sense of balance and wellness in their spiritual, mental, emotional, and physical self
5. to help people cope with change and make healthy decisions
6. to help people determine and achieve personal, employment, and/or educational goals

## **Benefits to Participants:**

- a comprehensive set of daily living, life, organizational, goal-setting, academic (reading, writing, research), and communication skills
- skill sets that are transferable to all areas of life
- skill sets to help people make and cope with changes effectively
- skill sets that help people obtain and retain jobs, choose and complete educational goals, and take care of a home and family
- practice in making choices and decisions that are in alignment with personal values, beliefs, and guiding principles
- ability to choose a lifestyle that is healthy, balanced, spiritually uplifting, emotionally satisfying, enjoyable, manageable, and sustainable
- an awareness of, and an ability to nurture, our whole self: emotionally, spiritually, mentally, and physically (which includes nutrition and health)
- a highly developed sense of one's authentic self

## **Participants Leave With:**

- a portfolio for work and/or higher education
- a portfolio of writing samples and exercises
- a personal journal
- a completed group project (a workbook/manual of daily activities and exercises)
- a Certificate of Program Completion

**INTENDED PROGRAM OUTLINE:** This is a basic outline, which allows flexibility in a way that the facilitators can respond and work effectively in order to meet participants' needs or wants. This program can be offered to men and women; just to women; or just to women in recovery. It includes the six key areas of life: self, family, friends, community, employment, and leisure.

**PURPOSE:** To build skills and set goals for success in one's personal, professional, and academic life

**RESOURCES:** Coaching, Academic, and Employment Manuals; Research Books and Articles

**FACILITATORS:** Carol McKenzie and Rosa Medicine-Traveller

**DAILY/WEEKLY COMMITMENT:** Tuesdays to Fridays, 9:30 a.m. to 4:30ish; for 12 weeks/48 days

**BASIC DAILY SCHEDULE:**

- Opening Exercises: (1 – 2 hours everyday)
- Note-Taking for the Group Culminating Project: a Manual/Workbook
- Academic Work (2 hours per day): reading, writing, and researching; homework assigned and graded by Carol
- Skill-Building Exercises in the Six Key Areas of Life (3 – 4 hours): exercises are designed to be a holistic approach (physical, emotional, mental, and spiritual); involve personal and professional development and deployment; and include personal, educational, and employment goals
- Journaling: done as homework daily and submitted weekly to coaches
- Cleaning up of the Facility: by participants and coaches daily

**INTERMITTENT FIELD TRIPS:**

- The group is responsible for arranging and paying for rides to and from program-related field trips: for example, to educational institutions, employment offices, and/or to daily living skills-related places.

**FUND-RAISING ACTIVITIES and GROUP RESPONSIBILITY:**

- Graduation Celebration: This is held on the last day of the program, generally at the facility. The group is responsible for raising 90% of the cost for a Graduation Celebration, either by sharing the costs evenly, or by earning money from fund-raising activities, which are agreed upon by the group; Rosa and Carol will contribute 10%.
- Field Trips: The group is responsible for arranging and paying for transportation to and from field trips.
- Relevant Guest Speakers: If the group wishes to bring in speakers, it is up to them to make this happen and to pay for the speaker, if needed.

**CULMINATING PROJECTS (Due one week before end of program):**

- Program Manual/Workbook: "Contemporary Skills for Living" – created/reproduced by the group
- Portfolio(s): for employment and/or education
- Personal Journal: submitted weekly

**CERTIFICATES of COMPLETION:** Presented to participants at Graduation

**SPONSORING ORGANIZATION PROVIDES THESE NEEDS:** a facility with a main room and smaller work rooms, kitchen, bathrooms, tables, chairs; computers, computer printers, and paper; photocopy machine and paper; flip-chart and paper; binders and lined writing paper; academic workbooks/resources; overhead machine and whiteboard if possible.

**INVESTMENT PER ADULT:** \$4800.00 if sponsoring organization provides above needs; \$5800.00 if Carol and Rosa do.