



A POSITIVE STEP OF MONROE COUNTY

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May 27, 2011

Donald J. Lee, Jr.
Office of the Chief
City of Key West
P. O. Box 1409
Key West, FL 33041-1409

“IDLE HANDS” JOB TRAINING PROGRAM

Dear Chief Lee:

Effective June 1, 2011 the South Florida Workforce will no longer provide employment opportunities for youth under 18 years of age. Needless to say, this is a major concern for our community and the continued development of youth throughout our community. To help provide an immediate solution, A Positive Step of Monroe County, Inc. has taken the lead in creating jobs for youth living in Key West. We are asking for your help with tax-deductible donations to help pay salaries for the youths participating in the “Idle Hands” Job Training Program.

Program Objective: To prepare youth for adult work; provide youth with necessary pre-employment skills; empower youth for success in the workplace; and promote job safety.

Who Is Eligible: Socially and economically deprived youth, 16 to 18 years old, living in Key West, Florida.

The Program: Begins June 20, 2011 and operates through August 12, 2011. The first two weeks will consist of classroom training, followed by safety training and employment at worksites provided by APSMC's staff and mentors functioning as job coaches.

For additional information, or to arrange your donation, please contact Billy Davis at (305) 304-1969.

Sincerely,

Billy Davis
Executive Director

"IDLE HANDS"

Job Training Program

Program Objective: Prepare youth for work; provide youth with necessary pre-employment skills; empower youth for success in the workplace; and promote job safety.

Population: Socially and economically deprived youth, 16 to 18 years old, living in Key West, FL

Program will start June 20, 2011 and operate through August 12, 2011. The first two weeks will be held in the classroom before going to the worksites provided by the Boys' and Girls' Club and the City of Key West

WEEK 1

Day 1: Workforce preparation skills

- What a new employee needs to know
- Your attitude
- Developing a good work ethic
- Understanding employer's expectations

Day 2: Interpersonal/Life Management Skills

- Working with others on the team
- Developing and maintaining good working relationships
- Coping with change and other challenges
- Managing time effectively
- Managing resources

Day 3: Decision-making Skills

- Using good judgment
- Solving problems effectively
- Making good decisions
- Being assertive not aggressive
- Managing anger

Day 4: Communication Skills/Job Safety

- Listening essentials
- Body language
- Conflict resolution
- Safety on the job site

Day 5: Review, questions, answers and role play.

WEEK 2 – Will be spent expanding on safety in the workplace and training.

WEEK 3 – Through week eight the Boys' and Girls' Club and the City of Key West will provide the jobs, and APSMC's staff and mentors will function as job coaches.