



"Informed, Influential, Dynamic"

New Journey - Call for Volunteers

Dear HRA-GC Members,

New Journey is a program developed by HRA-GC volunteers to provide career development and job search support to Women in the New Hampshire State Prison System. These women are coming to the end of their incarceration and moving toward re-entry into society. There are very limited to no services available to assist them in becoming successfully employed, which is a key component to rebuilding their lives.

In 2002 Connie Roy-Czyzowski with the assistance of several HRA-GC volunteers successfully developed and implemented this program. Laurie Methven coordinated the volunteers and maintained the curriculum. In 2005 the HRA-GC received the Pinnacle Award from the Society of Human Resource Management for the creation of this important program.

The HRA-GC Community Relations Committee, Chaired by Bill Vanca has been working through the summer at updating and enhancing the New Journey curriculum. We are still finalizing the dates for the seminars that will be presented at the Goffstown State Prison. **The prison requires that new volunteers participate in an orientation.** The session is 2 hours and provides insight into what goes on behind the prison walls. The orientation will be scheduled in September and hosted by Northeast Delta Dental. We are in the process of finalizing the dates for the orientation.

There are two presenters scheduled for each class. Please see the syllabus of topics below. Presenters are provided a check list and materials to guide them through the topic for each class.

This investment in our community has been successful because of the HRA-GC member's commitment toward the development and implementation of the New Journey program. We hope you will consider volunteering as a presenter for one of the upcoming workshops. For those of you who have presented in the past, we hope you will participate again. If you are unsure and have questions, please do not hesitate to contact me. pwilson@wilsonemployment.com or 603-225-7300 If you would like to sign up to volunteer please contact Laurie Methven by August 28th at ljmethven@aol.com

Thank you for your consideration in getting involved in this important program. Our entire community benefits from this support.

Sincerely,
Paul Wilson, President HRA-GC



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New Journey SYLLABUS SUMMARY

I STRESS MANAGEMENT *[Betsy Black]*

Session examines different methods/techniques to reduce stress on a daily basis.

II WOULD YOU HIRE A FELON?!

Session reviews hiring practices of employers, factors that affect employers hiring of ex-felons, marketing to employers in spite of felony record and job search methods.

III RESUMES & COVER LETTERS...GETTING STARTED!

Session reviews the basics of creating a resume including gaps in employment and importance of personal cover letters.

IV INTERPERSONAL SKILLS

Session examines/reviews different levels of communication including verbal and non-verbal communication, listening skills and personal attitudes/feelings and opinions.

V CUSTOMER SERVICE SKILLS

Session reviews why excellent customer service is more vital than ever in obtaining a job, keeping a job and advancing your career. This session will focus on techniques you can use to improve your service attitude and delivery.

VI HOW TO DEAL WITH TOUGH INTERVIEW QUESTIONS!

Session examines typical and difficult interview questions, reviews acceptable and unacceptable questions and examines/reviews completed applications.

VII SEXUAL HARASSMENT & EMPLOYMENT LAW!

Session reviews sexual harassment law, employment-at-will and other NH and federal discrimination laws such as ADA, marital status, Title VII etc.

VIII BENEFITS...MAKING SENSE OF THEM ALL!

Session reviews benefits from A to Z including cafeteria benefits, flex time, service and bonus rewards, medical/dental/401/403, HSA and exempt/non exempt definitions.

IX MOCK INTERVIEWS

Session will consist of mock interviews by presenters and providing tips on improving these 'presentation' skills to obtain the job.
