

# Sonoma County Sheriff's Office

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## Inmate Job and Life Skills Training



Building Skills for Life and Work is a comprehensive 12 week program designed to provide the critical job and life skills needed for an individual to be successful in their daily interactions with family, co-workers, employers and the community at large. The course utilizes a successful evidence-based curriculum that helps hard to reach adults prepare

for success in work and life. The program is designed to build from beginning to end, with the initial focus on Attitude, however, the flexible format allows for continuous inclusion of new students without loss of focus. The coursework uses hands-on activities that teach critical thinking skills through individual reflection, discussions, small group work, and role plays. At the heart of the course is the "a-ha" experiences, learning through one's own discovery, rather than through lecturing. The theoretical foundation of the curriculum utilized is the ecological model of family resiliency with the individual at the center encircled by Family and then Community, forming a support system against the stresses of life. The course teaches essential life skills to improve relationships at home, work, school, and in the community. All of the elements of a successful job search are incorporated into the course: resume development, master application, cover letters, references, thank you letters, interviewing and understanding the world of work including employer perspectives and expectations.

**For more information contact:  
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