

WORKSHOP SERIES

It's Never to Late to Change

Timelist Group

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SINCE 2007



Our group vision denounces all crime and destructive behavior that leads to crime and other human pitfalls. Timelist is open to the old, the young, men and women; reaching into schools, juvenile facilities, halfway houses, jails and prisons with the message of hope. The purpose of Timelist is to create a support group atmosphere capable of addressing and reforming a host of maladies that afflict the human condition.

The founders are men who discovered their dire need after being sent to prison with a life sentence. Their experience has helped many people who are suffering from criminal tendencies. It is very clear to us that we must learn how to live in harmony with creation. Timelist gives us another chance that we can be resurrected from the insanity of street and prison gangs, drug dealing, drug abuse and other criminal behavior. Some of us are still trying to survive the shock of enduring a life sentence, others haven't reached such a fate. Maybe Timelist can keep you away from a bed or prison cell next to us, as we continue to tread the path to be free again because Timelist is a reminder to the human being that if we are alive and can think, it is never too late to change, we are never too old to grow. We are not hopeless, we believe that if we try and with God's help, we can be reformed. Crime is not an option and we must never give up on the idea of leading normal productive lives as citizens in society. We cry out for help and we ask that those who have been victims of our crimes directly or indirectly duly forgive us. We ask that our families and friends who may or may not have been victims of or crimes to forgive us because they have been affected also. May God bless us in our endeavors and grant us all a successful recovery.

FOUNDERS



When I was approached by my friends Hai Nguyen and Micheal Prather, I never thought that me being asked to create a support group to present to prison officials would have materialized so well. Indeed, it was a success, thanks to support of Captain E. B. Jones, Lieutenant A. N. Rodriguez, and especially our respected Captain D.A. Clendaniel and Lieutenant T.E. Smith at Avenal State Prison. These human beings believe in positive programs and rehabilitation, so I must thank them dearly for their support.

Here I am, a one-time gang member now striving daily to be the best that I can be solely for God and my fellow man. This effort can continue to blossom into something very beautiful and I pray that it reaches many communities especially the people of Los Angeles. That is why we call it TIMELIST. It is from the past implemented in the present for the sake of all our futures.

Creator and Co-founder, Mr. André L. Wiley, Sr., Yusef



Hello, everyone!

Being a part of this group has been a tremendous blessing. I've been imprisoned since I was a young teenager and the most productive growth has been during the existence of Timelist. We network, support, and continuously encourage each other to strive to be the best we can possibly be. Life is full of challenges and difficult times no matter where we reside. But if we stay focused on the betterment of things beyond ourselves, society benefit and there are no regrets. May you be well and happy; may no harm come to you; may you be peaceful and free of suffering; and may you always practice compassion. We continue to strive

Mr. Hai Nguyen, Co-founder



My name is Micheal B. Prather, (Brother Taahir Abdur-Raheem). Being a co-founder of Timelist is special to me, plus one of the accomplishments I'm very proud of for the mere fact that it has allowed us to help others. Whether in or out of prison without a purpose can be the worse state an individual can be in. I am extremely thankful and appreciative for the sincere effort of every member who has assisted me in this group.

I've seen this group do a lot of things in a small amount of time, but I know that there is a great deal more to be done. Timelist has kept me focused, positive and able to work on my communication skills.

I strongly believe the Timelist Group can make your community better. If you want this for your community, I ask of you to please step up and get involved - NOW!

Micheal Prather, Co-founder



My story of why I am imprisoned is not important. I can give it as much meaning as possible. I can learn from it, but I can never change it. What is important to me is to share the reasons why I did not surrender to despair and why I became determined not to isolate myself into a prison mind set.

Family. There are people that love, care and worry about me. They have faith that I will come home soon. I decided to respond to this love my caring about myself and in the process, I learned to care about others.

There is an opportunity to become a better person in each one of us. Whether it's a prisoner helping another prisoner or a family member or friend helping one another, we all can become better people. I participate in the Timelist Group precisely for this reason, to become a better person but also to be family and a friend in support to those that desire to transform their lives. I invite you to support us and to be a part of our transformation.

Ruben Sanchez, Co-founder

FACILITATOR TRAINING

Welcome to the **TIMELIST GROUP** training program on how to become a facilitator. Many of the guidelines of this manual are universal in conducting any self-help program. However, there may be some specifics that only relate to being a facilitator within the **TIMELIST GROUP**.

First, let us begin by defining **SELF-HELP**: In Webster's Dictionary, it is defined as: "care for or betterment of oneself by one's own efforts, as through study".

In other words, it is by one's own endeavor that the individual seeks to better him or herself. Therefore, it is essential that we set out to study the human condition, consider the root causes, symptoms and remedies to remove our own human suffering.

Now, let us define **REHABILITATE** again, from Webster's: To restore, to restore to rank, privileges, or property which one has lost, to restore the good name or reputation of; reinstate in good repute, to put back in good condition; reestablish on a firm, sound basis.

So, after we study the human condition we then set out to restore him or her to good health, a sound and firm condition that allows one to reclaim their rank in society.

With these two points identified, we are now ready to establish the **GROUP**.

PURPOSE

If there was one word to describe the purpose of Timelist, it would be "Rehabilitation". However, it is necessary to elaborate on what is meant when we say "Rehabilitation". It includes changing the way we think and the realization that life is sacred for all human beings; their property, wealth and honor must be preserved and respected.

We are different from Alcoholics Anonymous (A.A.) and Narcotics Anonymous (N.A.) in that alcohol and drugs may or may not be our vice. We battle with greed that causes us to rob, steal, sell drugs, defraud and cheat; we battle with anger that causes us to speak harsh words, assault, destroy property or slay another human being; we may battle with hatred that causes us to harm, oppress or injure someone based on their religion, ethnicity or gender, and the list can go on.

Our goal is to maintain a positive outlook on life as a group and as individuals with a vision, so that we will live as law abiding citizens. For those incarcerated and housed in treatment centers or institutions, the goal is to constantly stay on the path to rehabilitation, seeking out every means to reform ourselves through re-educating ourselves, learning career based skills, parole planning, successfully discharging parole and therapy as needed.

THE GROUP

The group is the most important part of this program just like it is in most self-help programs. There is no need for sponsors or facilitators if there is no group. The group is the heart and life-giving blood of the **TIMELIST GROUP**.

Question: What sacrifices are we willing to make to ensure that the Group Spirit is cultivated? _____

At the onset, Group members must be instructed to set aside all of their differences once they enter the meeting place, i.e. racial, religious, cliques and so forth.

Group members must be reminded that we are not losers, because if we were, we would not be attending these types of meetings.

Group members must be instructed to sit in a circle or near of each other. Group members cannot be aloft in a distance away from the circle, this behavior demonstrates separation.

If physically able, Group members must be encouraged to stand when addressing the group whenever they are sharing.

Allow members to utilize the group as a means for seeking advice for problems one may be enduring presently, past or potentially in the future. **Example:** "I just spoke to my ex-wife over the phone and she informed me that her and my children are moving out of state or out of the country. How shall I deal with this news?" Now the group can respond an offer sound advice.

When sharing, group members should make a point to address their experiences, using " I " statements, not " you " statements.

Now that we have the Group, I think that it would be advisable to talk about the **PROGRAM**.

PROGRAMMING GOAL

The aim of the Timelist Group program is to treat all forms of criminality as an addiction or diseased condition that one must seek self-help to cure. This is the basis of this program!

In our denial, we often assert that we are not drug addicts or alcoholics and that we are attending these meetings only to appease the Parole Board or meet a court order or parole condition. However, you are in recovery for something. Therefore, you have a problem. Maybe you've gotten over that problem or you consider religion your self-help; if so, it is now time for you to give back. This is where the facilitator plays an important role.

Refer to your **TIMELIST GROUP** workshop manual to become more familiar with the operations of this program.

You are now in the driver's seat. Are you prepared to go forward?

THE FACILITATOR

Every facilitator will bring his or her own flavor to the group setting. We all have our own unique personalities. However, with a few simple guidelines, any one of us can effectively lead the group.

1. You begin with the WELCOME and introduce yourself to the group (as the facilitator or president) of the Timelist Group program.
2. You set the tone of the group; make the members feel at home. You can ask members if they have any news or anything to get off their chests.
3. You give an overview of the program for the day and read material designated for the program. This may include workshop literature or lesson plans.
4. You must be familiar with the material and implore the assistance of the group. Always look for a way to get the group involved.
5. You must always remind the group of the importance of self-help and rehabilitation.

Note: If this is the first meeting, there must be an election process. So, whoever is responsible for this material should be able to explain this.

Towards the end of the meetings, allow input from the staff sponsor(s) if they are present.

Each meeting ends by forming a circle while standing to pause for a moment of silence and reflection, and on the count of three, the group says in unison: " IT'S NEVER TOO LATE TO CHANGE!"



SPECIFIC ACTIVITIES OF THE GROUP

Contained in this manual is several workshops, programs and topic sheet, entitled: Pick A Topic for The Day. The dialogue in groups and open discussions are extracted from these kinds of subject matters. The facilitator can always create his or her own topics for discussion.

Make sure that members bring a pencil or a pen.

Some of the other areas covered are:

- Mock scenarios or role playing
- Allowing testimonials
- Lifers versus Non-Lifers (How can we help each other?)
- Preparing for the Parole Board and so on

With emphasis on the TIMELIST GROUP Workshop series, since they are the foundation of this curricula.

OUR PROGRAM

The Facilitator is responsible for creating rules of conduct to maintain an orderly meeting, these rules may include: avoiding cross talking, speaking out of turn or refraining from profanity, etc.

Now that you have some guidelines, let's see how well you can facilitate a **GROUP**.

TAKE NOTES AND CRITIQUE YOUR FELLOW MEMBERS

LET THE TRAINING BEGIN HERE



(USE A SEPARATE SHEET OF PAPER IF YOU WANT TO PRESERVE THIS TRAINING MANUAL)

TIMELIST: POLICY AND GUIDELINES

POLICY

The group is conducted by its committee, consisting of: President, Vice-President, Secretary and Mediator. Once a group is convened, someone will nominate a President and Vice-President, these positions will be held for a year and they will elect a Secretary and Mediator. **Any member of the committee violating the law or engaged in any behavior or activity deemed harmful to the group vision, may be suspended or dismissed from position depending on the severity of the crime or infraction.**

GUIDELINES

- The President will chair discussions and provide positive leadership for the group environment and its program.
- The Vice President will chair discussions and provide positive leadership in the absence of the President or as a support to the President and offer new projects or workshops to the group.
- The Secretary is responsible for maintaining all group material and attendance sheets. Also, he/she will keep minutes at committee meetings and keep accurate records of all group activity.
- The Mediator will help maintain orderly discussions and prevent cross talking and speaking out of turn. He/she will also assist the group by seeking out adequate locations to hold group meetings; keeping in mind that our numbers will fluctuate.

TIMELIST GROUP EXECUTIVE COMMITTEE (BY-LAWS)

This committee is established to maintain efficient operations of the Timelist Group program inside of each facility. This committee will always consist of at least seven to fifteen active members.

DUTIES AND REQUIREMENTS

1. Must be a regular participant in the Timelist Group program.
2. Must be free from disciplinary action for more than a year before becoming a member of the executive committee.
3. Must work diligently to ensure that the Timelist Group program is in operation in accordance with its established guidelines.
4. Must be willing to improve the program where it may be lacking in certain areas.
5. Must be present at every executive committee meeting except when there is a legitimate excuse, i.e. visit, sick, etc.
6. Must demonstrate exemplary behavior and be in good standing with staff.
7. Executive committee members are expected to be cooperative and courteous in the conduct of their executive duties.

ORIENTATION

At least five members of the Executive Committee must conduct orientation with new members entering the Timelist Group program.

New members will be in orientation for at least two weeks.

During the orientation, new members will be made fully aware of Timelist Group guidelines and objectives.

FUNCTIONS OF EXECUTIVE COMMITTEE

- A chairman will be appointed by Timelist Group committee to head executive meetings.
- Review applications for potential new members.
- Maintain accurate records for processing certificates, chronos, and weekly attendance where applicable.
- Schedule meetings with administrative and outside organizations/sponsors/volunteers.
- Maintain a file of all memoranda related to the Timelist Group program.
- Establish projected dates for workshops and special events facilitated by Timelist Group program.

RIGHTS AND PRIVILEGES

- All members of the executive committee will have the right to vote on all unsettled issues regarding the Timelist Group program.
- All members of the executive committee will automatically be participants of the other special programs and events facilitated by the Timelist Group, i.e. seminars, banquets, etc.
- Any member of the executive committee can request a leave of absence with a legitimate excuse. If absence exceeds four (4) weeks a member must request a temporary replacement to fill his/her position.
- Executive committee members serving a life term will receive support letter from the home office in Los Angeles or Hayward acknowledging leadership in Timelist Group program.
- Members of the executive committee may introduce unwritten rules to promote flexibility, e.g. a member may notice the weather changes in the summer causes participation to slack, he/she can decide to allow less restricted dress code during this time or bringing ice to the group, etc.

COMMENTS

- The executive committee must not be confused with the elected Timelist Group program committee, i.e. President, Vice-President, Mediator, and Secretary. However, these elected members may be a part of the executive committee.
- With the assistance of a staff sponsor available at each institution the executive committee is encouraged to maintain contact with main office based in Oakland CA.

TIMELIST GROUP A SELF-HELP PROGRAM

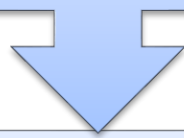
"Often when we hear of self-help we think of "A.A." or "N.A." The Timelist Group aim is to address a myriad of problems that often lead to alcohol and drug abuse. If we come together maybe we can work it out"

IF YOU WOULD LIKE TO BECOME A MEMBER AND/OR FACILITATOR, PLEASE CONTACT US AT:

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Los Angeles, CA 90059

3894 Crenshaw Blvd, Ste# 8824
Los Angeles CA 90008
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TIMELIST GROUP
WORKSHOP SERIES



CURRICULUM

By: Andre' L. Wiley, Sr.

1. Welcome Statement

Welcome to the TIMELIST GROUP Program. Thank you very much for coming. Every time that we meet we draw closer to a better world. Let us offer each other support and let us turn bad experiences into good works, or let us use our good experiences and knowledge to motivate and teach others. So, before we begin, let us introduce ourselves to the group....

Note: This is followed by the reading of the Timelist Group readings i.e. INTROSPECTION, GROUP STATEMENT or GOAL which is contained inside the manual. These are read before any of the listed courses within the curricula.

2. Group Statement

We are those who must remember that we are still human beings. We were on the verge of destruction before we fell on our faces or ended up in the hospital, juvenile hall or prison. These moments allowed us to take a step back and reflect on our mistakes and discover ways to correct our behavior. Therefore, we are here, there is no turning back because there is no right way to do wrong....

Its founders are men who discovered their dire need after being sent to prison with a life sentence. Their experiences have helped a lot of people who are suffering from criminal tendencies. It is very clear to us that we must learn how to live in harmony with creation; Timelist gives us another chance; we can be resurrected from the insanity of street and prison gangs, drug dealing, drug abuse and other criminal behavior. Some of us are still trying to survive the shock of enduring a life sentence; others have not reached such a fate. Maybe Timelist can keep you away from a bed or prison cell next to us, as we continue to tread the path to be free again.

When a TIMELIST group forms, it must establish a committee. From this point, due to the dynamics of each group setting, there must be flexibility on how the committee does its business; this is if we do not deviate from the Timelist group purpose and program... **MAY WE ALL RECOVER NOW!!!**

3. History of Timelist

Once upon a time there was a group without a name, originally brought together by several prisoners serving life terms at Avenal State Prison on Facility II. The objective was to create a support base for inmates with life sentences. These individuals met every Sunday (unofficially) out on the facility recreation yard, sitting on bleachers discussing legal strategies and practical ways to get out of prison. Through sharing case law related to life sentences and discussing self-development methods, the group continued to come together; a few even made parole. As time went on from 2005, in late 2007, the group decided to approach prison officials with the prospect of making the lifer group a legitimate gathering under the title: TIMELIST A Lifer Support Group. Timelist is a reminder to the human being that, if we are alive and can think, it is never too late to change; we are never too old to grow.

Timelist Group developed over the years earning its 501(c)(3) status in 2013, establishing a presence in the Oakland Bay Area and later in the Los Angeles with its reentry services, housing and youth violence prevention programs.

We are not hopeless. We believe that if we try and with support, we can be reformed. Crime is not an option and we must never give up on the idea of leading normal productive lives as citizens in society. We cry out for help and we ask that those who have been victims of our crimes directly or indirectly duly forgive us. We ask that our families and friends who may or may have not been victims of our crimes to forgive us; because they have also endured our sentences.



4. Our Purpose

If there was one word to describe the purpose of Timelist, it would be, "**REHABILITATION.**" However, it is necessary to elaborate on what is meant when we say, "**REHABILITATION.**" First, it includes changing the way we think, and the realization that life is sacred for all human beings; their property, wealth and honor must be preserved and respected.

Our group vision denounces all crime and destructive behavior that leads to crime and other human pitfalls. Timelist is open to the old, the young, men and women, reaching into schools, juvenile facilities, halfway houses, jails and prisons with the message of hope. We are different from A.A. and N.A., in that alcohol and drugs may or may not be our vices. We battle with greed that causes us to rob, steal, sell drugs, defraud and cheat; we battle with anger that causes us to speak harsh words, assault, destroy property or slay another human being; we may battle with hatred that cause us to harm, oppress or injure someone based on their religion, ethnicity or gender... and the list can go on.

The purpose of Timelist is to create a support group atmosphere that can address and reforming a sundry of maladies that afflict the human condition.

5. Timelist Goal

To maintain a positive outlook on life, as an individual and group vision, so that we will live as law abiding citizens. For those incarcerated and housed in outpatient treatment centers or programs; the goal is to constantly stay on the path to rehabilitation and sobriety, seeking out every means to reform ourselves through: reeducating ourselves, learning career-based skills, parole planning, successfully discharging parole and therapy as needed.



6. GUIDING PRINCIPLES

Initiate positive dialogue with your fellow group members

Never be rude nor nurse grudges against group members or people in general

Tell the group how you feel

Recieve positive criticism and feedback

Open-up to your fellow group members

Stop being judgmental or overly critical of others

Pay attention when others are speaking

Exercise patience and humility with fellow group members

Carry out what is expected of you

Talk to your group by using positive reinforcement

Identify your own defects, mistake, and problem area

Own up to what you own, stop pointing fingers

Never say: **"I can't"**

Introspection: A reflection looking inward; an examination of one's own thoughts and feelings.

7. A Reminder from Timelist

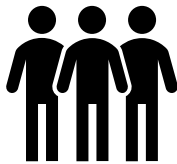
The Timelist Group is a program based at Roots Community Health Center designed to assist all inmates, parolees or probationers in their rehabilitation efforts.

We believe that our programs are relevant and equipped to better prepare lifers in meeting BPH recommendations and eventual release

We also believe that Timelist can help lifers and non-lifers become better human beings

Timelist Group is a multi-racial, multi-national group; therefore, no one should be deterred from participation regardless of race, religion, non-religious or gender preference. Our self-help courses and workshops are intended to help individuals regain their freedom and/role in society (for those that are incarcerated)

We appreciate and thank you for your participation and support.



S. E. R. I. O. U. S.

- ◆ **SEVERING DANGEROUS TIES**
- ◆ **ERASING BAD CONDUCT**
- ◆ **REMOVING HARM**
- ◆ **IDENTIFYING SELF**
- ◆ **ORGANIZING**
- ◆ **UTILIZING ONES TIME**
- ◆ **SEARCHING FOR TRUTH**

SIX WEEKS WORKSHOP

8. S. E. R. I. O. U. S.

SUMMARY

Human-kind was given the distinction from animal by the faculty of intellect. The human being can reach praiseworthy heights through the capacity to think, but this can only be realized through serious endeavor.

In every age, great people are born; thus, training is imperative to direct people towards their highest potential in human civilization and leadership. Our main objective is to alert the human being of the consequences and severity of choosing hazardous lifestyles that usually land us in jail/prison or in an early grave. It is also our objective to uplift, educate and share experiences in hopes that it will turn on a light in the hearts of everyone.

This workshop is projected for six weeks and we urge you to participate for the duration to truly benefit and earn a certificate of achievement. Let us know in case of absences because of visits or emergency situations or illness. Don't be deterred from attending due to peer pressure or any other hang up, be an individual and demonstrate courage, because this is for you, **SO GET S.E.R.I.O.U.S.**

This is a self-discovery course, so please keep a journal or notepad to create engaging dialogue for every meeting.

WEEKLY DISCUSSIONS

Week 1 - "Severing Dangerous Ties"

- The Reality of Prison Life (Group thinking)
- Giving up Bad Company (Can You? Will You?)
- The Pitfalls of Gang Life and Crime

Week 2 - "Erasing Bad Conduct"

- Right of Parents, Guardians and Relationships
- Foul Language (Prohibitions of the Tongue)
- Dress Code and Gang Affiliated Tattoos

Week 3 - "Removing Harm"

- Intoxication, an Altered State of Mind
- Dietary Needs, The Effects that Drugs, Tobacco and Alcohol have on your body.
- Exercise (Leaving Laziness)

Week 4 - "Identifying Self"

- Am "I" a Criminal?
- Who was "I" Yesterday? Who Am "I" Today?
- Human Potential

Week 5 - "Organizing One's Affairs"

- Reconnecting with Family Members
- Seeking Education, Training and Employment
- Making New Friends, How? Who?

Week 6 - "Utilizing Ones Time & Searching For Truth"

- Spend part of our day in Positive Reflection and Meditation
- Protect yourself from Potential Relapse
- Discipline yourself to achieve goals. (Follow your principles or spiritual path, seek your higher power, and use your steps or tools every day, one day at a time.)

Make use of this workshop for building a solid future. Do not let your worst enemy (yourself) keep you from reaching your highest potential. Secure for yourself and your loved ones **PEACE** and **STABILITY**.

WELCOME TO S. A. F. E.

- ◆ **STAYING OUT OF PRISON**
- ◆ **ADDRESSING ADDICTION**
- ◆ **FAMILY IN CRISIS**
- ◆ **EARNING A LEGITIMATE LIVELIHOOD**

FOUR WEEK WORKSHOP

9. S. A. F. E.

Staying out of prison is a must. Addressing addiction is imperative. Family in crisis must be realized and *earning a legitimate livelihood is necessary*. This program is for the sole purpose of assisting human beings in these various problem areas that many of us face every day.

This will be a four-week workshop that will be available to anyone. It is not a religious based workshop, although a religious group may facilitate it. Religious people face the same problems everyone else faces, so there should not be any reservations for anyone attending this program. It is all about taking account for our actions, understanding them and making steps to correct them where they need to be corrected.

TAKE ONE STEP AT A TIME.

WEEK ONE

STAYING OUT OF PRISON

Step 1. Change your image and outlook on life

Picture yourself when you are arrested or in the process of committing a crime; how were you dressed and groomed? What crowd did you attract and how were you viewed by law enforcement? Would you go to a job interview in this condition or would you change your image? If you think this is not important then you must change your outlook on life. How important is it for you to achieve success? Consider step one for staying out of prison a prerequisite towards reform.

Step 2. Be Strict in adhering to Parole Conditions or Guidelines of Probation

If you are on parole or probation, fulfill all requirements listed in your conditions and avoid confrontation with your probation officer. Report on time to all appointments and always demonstrate good behavior; your discipline and cooperation will soon pay off when you are eventually discharged, so always remind yourself of the long-term goal.

Step 3. Avoid People and Hot Spots

People influence actions, so old friends with whom you have committed wrongs should and must be avoided. The old friends usually cause you to end up in hot spots, which are backward steps. Most people are not strong enough to say "NO" once they end up in these bad environments, so it is obviously better to avoid the people that invite us to bad situations. To be successful in following this step, you must be courageous without fear of what people may say or think about you. How badly do you really want to stay out of prison?

Step 4. Making New Friends and Adopting New Hobbies

It is one thing to make new friends who are criminals or negative people; it is another thing to make friends with positive people who are successful or on the road towards success. This may include adopting new hobbies or recreations, such as: Going from basketball at a local park to skiing at a resort. From playing dominoes at the corner house to fishing on a camping trip. This step will help you fortify a new attitude and keep you safe from reverting to old behavior patterns.

Step 5. Reflection and Self Scrutiny

If you are spiritually connected with a faith-based group, increase your participation in it. Use it as a constant reminder of where you were at and where you are trying to go. Reflection upon the bad habits that causes a person to fail should act as an impetus to increase good actions. Be an advocate for yourself and demand from yourself to get better. At the end of the day examine what you have done and grade whether you could have done better. With reflection in prayer and meditation joined by self-scrutiny change is therefore possible.

Week One Complete

WEEK TWO

ADDRESSING ADDICTION

Step 1. Some Know their Limits, Others Don't

When we begin to use drugs, it is usually "Pot." It appears cool and popular with the crowd; the friends are doing it so it couldn't be that bad. This is what we say. Even though we think we can handle it, it begins to take over our lives. We begin to use more and more. Bills don't get paid and depression sets in. Then the next thing you know, you are using heavier drugs, your mind begins to slip and your body can no longer defend itself. What is your limit? Just know that the harm is greater than the perceived benefit.

Step 2. The First Hit

The first hit of the dope pipe; it is a one-hitter quitter. Quitting should be the first thought on your mind before you even start. You took that first hit and wanted more, you were in another world and left the reality of this world behind so you keep on hitting the pipe until there is no more, then you must buy some more. The first hit, whether it is Marijuana, Cocaine, PCP, Meth, Heroin - you name it, it is like taking a dive off a very large cliff or going on a roller coaster ride. It is a big rush at the beginning but a disaster once you hit the ground. So why do you take that hit in the first place?

Step 3. Denial

I can handle it, it's not that bad, I still get up and go to work every day, it has no effect on me, it's not even a real drug! This is your claim, you love to pretend that drugs really

aren't a bad thing, but what has it done for you lately? If you are to complete this step, you must get out of that state of denial.

Step 4. Quitting

Easier said than done. The desire to do so is a good start. You must put yourself in the best possible position to do the work of getting clean by surrounding yourself with people who are already clean. You cannot do it alone; being alone is like a wounded gazelle alone without its flock in the presence of wild hyenas. Quitting is the goal and proper preparation is the starting point.

Step 5. Is Addiction a Disease or a Choice?

Once you become a regular user the drug you have chosen has become a part of your lifestyle, it is no longer a hit or two. The impact that it has on your brain function is devastating and this is what scientist call, "Chemical Dependency." It becomes a disease, but the disease can be cured and it ultimately comes down to a choice. Make a "Choice" and regain control of your life.

Week Two Complete

WEEK 3

FAMILY IN CRISIS

Step 1. Filial Piety

The health of every society is held up by the respect and honor that the children show towards the parents, especially towards the mother. When the esteem for the parents and grandparents becomes wilted in the hearts and minds of the youth, we can only expect to see moral and social decadence throughout the society. We must readopt filial piety.

Step 2. Understanding the Family Unit

What was once considered a "Broken Home" has now become a social norm. The percentage of fatherless family units has become so high that children today perceive single female parenting as a "healthy family unit." This will affect the future state of our

children and society. We must understand the importance of the family unit and our places in them.

Step 3. Winning Back the Trust

As parents, we have been entrusted by someone to fulfill certain responsibilities within the home and in society. As a spouse in a relationship we have been entrusted by our mates to fulfill certain responsibilities within the home and society. As leaders of our household, we have been entrusted by our progeny to fulfill certain responsibilities within the home and in society for the sake of their future. How we do by our children today will determine their condition tomorrow.

Step 4. Solemn Vows of Commitment

Today, words like ethics, morals, values, sacrifice and commitment are foreign or savagely discarded. Marriage is adamantly rejected, parentage rejected. Love for decency and good will replaced by rage, barbarism and self-discontentment and hopelessness. We must commit to human decency, ethics, positivity, proper values, self-sacrifice and the rebuilding of the crumbling family unit. And with these steps we will discover miracles.

Week Three Complete

WEEK 4

EARNING A LEGITIMATE LIVELIHOOD

Step 1. Effective Job Preparation

- a. How to locate employment?
- b. Notify family, friends, neighbors and associates that you are seeking employment - and the kind of work you are seeking.
- c. Review newspaper daily and make a list of potential employers and contact person.
- d. Job search on the internet.
- e. Visit, register and review the unemployment bulletin at the nearest unemployment department.

Step 2. Interview Preparation

- a. Research the job or company. (note: You must learn how to use a computer)
- b. Acquire and bring documents required for hiring, such as: Driver's License, SSI Card, Diplomas, License or Certifications, Resume, etc.
- c. Dress for the type of work for which you are applying.
- d. Speak the language of the trade during the interview.
- e. Be prepared to provide prospective employer with a phone number and address for immediate contact purposes.

Step 3. Doing for Self or Creating Immediate Self-Employment

Examples:

- a. Lawn or Landscape Service
- b. Tree Trimming Service
- c. Oil & Incense Sales
- d. Clothing Sales

Week Four Complete and the conclusion of the S.A.F.E. Workshop

It is hoped that all participants have benefited from this program and that you will take it to the next phase in re-shaping your life.

It all begins and ends with you!!!

This work was inspired by: Mr. Michael B. Prather, Keasuć N. Hill, Bilal Hakim and A.L. Wiley, Sr. originally written on March 13, 2007.

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DEVELOPMENT OF HUMANESS:

A BRIEF GUIDE IN CHIVALRY

- ◆ **PREFACE**

- ◆ **ARTICLE 1: OUR ABILITY TO THINK THINGS THROUGH**

- ◆ **ARTICLE 2: HONORABLE CONDUCT AND SPEECH**

- ◆ **ARTICLE 3: THE RIGHT OF PEOPLE OVER US**

- ◆ **ARTICLE 4: CLEANLINESS AND DRESS CODE**

- ◆ **ARTICLE 5: WARRIORSHIP AND DISCIPLINING THE SOUL**

- ◆ **BONUS: ON CRIMINAL TENDENCY**

SIX-WEEK WORKSHOP

10. Chivalry

This **Brief Training Guide in Chivalry** is a lesson packet for a classroom structure. It is necessary to have an instructor who understands the discipline and who is a practitioner of this mode of conduct. The term "Chivalry" should be understood as true manhood, courage, valor, discipline, and generosity. This is an idea and practice to have existed since ancient times and it is most well known in the Dynastic Periods of Egypt, Songhay, Rome, Greece, Persia and China. One who takes on this tradition is given the armor of responsibility, honorable behavior and generosity. It is necessary in this age of the 21st Century to bring back this conduct that is absent in the average household in extension the society. Being divorced from this discipline has resulted in extreme poverty, fatherless homes, increased crime rate, hopelessness and moral decadence. When a role of Man decreases and his identity is lost, it becomes apparent that increased attention must be placed on the origins of how man once reached his peak in chivalry.

So, the objective of this lesson is to examine and redevelop the art of Chivalry whereby each student can learn what it is to be man at its finest and reinstall the framework necessary for the development of chivalry inside the home and the communities in which we live.

COVENANT AGREEMENT

Those intending to enroll in this program must agree to adhere to the rules of the classroom setting. Everyone is expected to try to implement the methods elucidated in each article. Everyone is expected to attend every lesson and be on time, in proper attire. This Covenant Agreement is the first step towards embracing the role of responsibility and discipline. The concept of a covenant is the same as that of a vow or a contract, which the men of old understood and took very seriously. Therefore, it is important that we begin to re-identify with the ways of noble conduct.

ARTICLE 1:

OUR ABILITY TO THINK THINGS THROUGH

◆◆ WEEK 1 ◆◆

What distinguishes man from animal is man's ability to think. We have been given intellect, which allows us to reflect, examine and make sound choices. However, sometimes we make the wrong choices or we respond without proper deliberation. Just like a judge who deliberates after all information has been presented and decides. To bring about the most appropriate outcome, we all must be judges of our own doing and be able to make good decisions for the results we seek. Failure to collect and deliberate on all relevant information can prove injurious, even fatal in some instances. As a remedy, we must examine **Patience, Forbearance, Anger, Intolerance and Haste.**

1. Do you have Patience?
2. Do you have Forbearance?
3. Do you have a problem with Anger?
4. Are you Intolerant? How does this affect your behavior?
5. Do you act Hastily? Do you think before you act?

ARTICLE 2:

HONORABLE CONDUCT AND SPEECH

◆◆ WEEK 2 ◆◆

We must adopt praiseworthy conduct and characteristics such as truthfulness and integrity if we want people to respect us. When we traverse the lands, we should be generous, we should be helpful to our fellow human being, we should remove harm from the road and make it easy for others. If we notice something that someone else does not, which could cause harm, we are obliged to remove it, whether it is water on a slippery path or broken glass on the road. Be willing to give people the right of way on the pathway and be as good a listener as the one speaking. Do not raise your voice when speaking and avoid profanity when addressing people. Principles that are to be observed as follows:

1. Truthfulness, Trustworthiness & Loyalty to Family
2. Avoid Harsh Language Loudness
3. Do not covet what others have
4. Be prompt in working with your own hands, especially to pay off a debt
5. Avoid begging and stealing
6. Treat all people and creatures with kindness
7. Avoid arrogance and vanity

These principles are considered rules of ethics, which all men of valor should possess

CHECK YOURSELF!!!

1. Who are you? (How would you describe yourself?)
2. What is your role as a man?
3. How would you describe chivalry?
4. How can one attain discipline?
5. How can you reach independence as a responsible man? **(Use a separate sheet of paper)**

ARTICLE 3: THE RIGHTS OF PEOPLE OVER US

◆◆ WEEK 3 ◆◆

No society can properly function without laws. Laws confer rights upon the citizenry. In ancient and traditional cultures, we can relate these rights to the rights of God over mankind, king over servant as well as servant over king and child over father. Between man and man, we reserve the right to be protected from physical and financial harm. Between father and family, the wife and children have the right to be provided and protected from harm—physically, emotionally, financially, mentally and spiritually. These rights are first extended to one’s parents, grandparents and elders within the household or community. Then you have the hierarchy of leaders who possess authority in the land: teachers and all other civil servants. They have a position that must be respected and they are to be treated with the noblest regard and protected from harm and abuse. When these people fail in their duties the man of chivalry responds rationally and there should always be a system in place to redress wrongs. Violent protest, revolt and public scandal is not the path of the man seeking valor: this is the path of anarchy, chaos and disruption of the social structure. Therefore, we must adopt the following principles:

1. Obey those in authority over you, unless it contradicts justice.
2. Obey your parents or guardians unless they order you to evil.
3. Honor your teachers and take their guidance when they give it.
4. When you enter places of sanctity or authority, lower your voice (out of respect).
5. Provide services for your family, those under your charge and the weak, blind and feeble.

Describe how or what it will take for you to incorporate these principles into your life.

We are men of chivalry. We are not overly concerned about our rights; we are more concerned with the rights of others. This is courage and generosity that breeds strong and healthy societies. Without it, we witness the decay of manhood.

ARTICLE 4:

CLEANLINESS AND DRESS CODE

◆◆ WEEK 4 ◆◆

For those who grow facial hair it should be clean and well kept. Clothing should be worn according to one's status within his social structure. Honorable and dignified positions, such as leaders and teachers, should be recognizable by the people so that their roles are not diminished or looked upon as trivial or common. Everyone should dress within his financial means and not overly extravagant. Clothes should be dignified and not degrading. Caution: It's best not to wear tight clothing, but loose enough to provide proper circulation and movement. Pant legs should not drag on the ground nor body exposed due to looseness around the waist area. Shirt and shoes should be properly worn and modesty is to be observed in public space. Private parts should always be protected from onlookers, all gender, except when one is in the private space with one's spouse.

1. What is your role in life?
2. What do you expect from yourself?
3. How do you want people to describe you or see you in society?

ARTICLE 5:

WARRIORSHIP AND DISCIPLINING THE SOULS

◆◆ WEEK 5 ◆◆

We often think of combat when we hear the term warrior; however, the meaning goes far deeper than just physical prowess. It is said by Sun Tzu, a renowned military strategist and author of the Art of War, that the true warrior is the one who can defeat his opponent without drawing his sword. It is said by Muhammad, the Prophet of Islam, that the strong man is not one who is the best wrestler, but the strong man is one that controls his self in a fit of rage. Attaining warrior status comes through disciplining the soul. The soul in this context is synonymous with the self, mind or inner core. Gluttony, greed for wealth, lust for women and power can be the downfall of a warrior. Without these desires in check, disease will prevail. Sluggishness and phlegm accompany gluttony. Theft, treachery, bribery, rebellion and countless other evils arise through greed for wealth. Sexual deviancy, rape, adultery, fornication, and sexual diseases lead to the destruction of the social order through man's lust for women and power. For this reason, it is necessary that the soul is trained to be fortified against these dangers. Throughout history, certain groups have succeeded in curbing appetites through chivalry. In medieval Rome it was the knights, in China it was the Samurai and in the Ottoman era it was the Ghazi. History tells a horrific ending to a civilization when any of these disciplines were compromised. The following principles are suggestions ONLY, if one chooses to internalize and practice:

1. Food should be used for fuel and survival, not excess.
2. Full course meals should be cut off by 7 o'clock p.m.
3. Adopt fasting as a regular practice at least once a month.
4. Avoid foods that are harmful to you.
5. Exercise regularly, at least 3 to 4 times a week
6. Work with your own hands for what you need to survive.
7. Remove pornography from your viewing.
8. Stay away from women that are not connected to you through the marriage bond or family.
9. Reflect on the hardship of leadership so that you will not desire it unjustly.
10. Spend time with people that have less than you so that you will be grateful for what you possess.

◆◆ WEEK 6 ◆◆

Developing martial skills is a sound method for training the soul. It is good to observe one or even several of the martial skills that are accessible. These martial skills will help us in gaining mastery over our lower desires and it is good for disciplining the mind, which would improve our ability to stay focused and resilient in achieving chivalry. It is my belief that if one attains the fruits of these articles, he will be on the road to re-establishing valor where it is most needed —**IN THE HOME!**

How would you describe your home, and what needs to be done there?

Perspective On: Why we incarcerate: Rehabilitation

By Dr. Bruce Bayley, Laura Gutierrez, Karen Stringham, Jean Kapenda

Introduction

In the third and final segment of this three-part series, this article examines some of the research surrounding the primary reason we incarcerate those who violate our laws – rehabilitation.

Please keep in mind that these reviews are not position pieces, but simply an overview of the current research that addresses each topic. We are not supporting one ideal over another, but instead hope to continue the dialogue on the central issues that relate to the fundamental question - Why do we incarcerate?

Rehabilitation

The rehabilitation of offenders into law-abiding citizens is often viewed as the goal of incarceration. However, the distinction between treatment and rehabilitation is often so vague that it sometimes leads to confusion.

To this end, the first part of our final segment will address this confusion by reviewing the various definitions and ultimately providing a working explanation of the term “rehabilitation.”

The second part is more descriptive and will cover the main rehabilitative programs, whereas the last segment will discuss the importance of pre-reentry services in the rehabilitative efforts aimed at delivering fully functioning individuals back to society.

To begin, once an individual concludes treatment, he or she enters rehabilitation. The assumption that treatment and rehabilitation are the same is often mistaken because the primary goal of treatment is to initially manage a behavior or condition, whereas the purpose of rehabilitation is to prepare an individual to successfully reintegrate into the society.

As with treatment, there are several definitions that attempt to characterize the term “rehabilitation” and, like treatment, these descriptions will often vary depending on the specialty.

The American Board of Physical Medicine and Rehabilitation (ABPMR) defines physical medicine and rehabilitation as the diagnosis, evaluation, and management of persons of all ages with physical and/or cognitive impairment and disability.

The aim, according to the ABPMR, is to restore or develop physical, psychological, social, occupational and vocational functions in persons whose abilities have been limited by disease, trauma, congenital disorders or pain to enable people to achieve their maximum functional abilities.

The field of Penology, on the other hand, goes beyond the “idea of curing” and defines rehabilitation as the actual provision of professional services and an array of programs aimed at restoring the offender to useful life and well-functioning condition while reducing the risk of recidivism in the future.

The assumption is that individuals are not criminals all the time and that it is possible to reform them through appropriate intervention and programs provided in a confined and insulated environment.

Regardless of the definition used, there exists a core of general concepts that are prevalent in the majority of rehabilitative programs. In addition, it’s also important to acknowledge that like treatment, the success of any rehabilitation program centers on its ability to address specific offender needs.

As any therapist will tell you, a basic education is vital to the success of an inmate’s reentry into society. For example, obtaining ones GED (General Education Development) has been shown to lower recidivism rates upon release. For those who are incarcerated, there is not only the potential and resources to earn this basic standard of education, but they may also attend college, and in some cases even move onto graduate school.

Entry-level job training, in the form of vocational rehabilitation, is another rehabilitative outlet that gives inmates actual job skills they may use upon release. Without work, they may find it difficult to pay for rent, food, and other basic necessities. Research by Eric Jensen and Gary Reed has shown that inmates that obtained some form of education (a GED or adult education for example) or vocational training routinely displayed reduced rates of recidivism.

In addition, some prisoners require assistance in learning the fundamentals of social interactions and as such, these concepts fall under basic life skills programs. Life skills programs introduce key communication skills, empathy, parenting techniques, budgeting, as well as elementary household skills (cleaning, laundry, etc.).

These programs help facilitate alternative ways of thinking and acting, and while doing so, impart a variety of methods that incarcerated individuals can use to diffuse potentially frustrating and ultimately violent situations.

The goal is to help inmates learn pro-social ways to deal with frustrations or even daily household struggles, without turning to criminal behavior or violence.

Another popular type of rehabilitation are cognitive/behavioral programs. Cognitive/behavioral programs, in general, work to reshape an offender's thinking processes, which in turn will hopefully change his/her behavior. While these approaches may sound like the life skills programs previously discussed, they are not.

The focus of these programs is on the development of self worth and the investigation of the thought processes involved with criminal behavior. A common theme of this type of rehabilitation is the discontinuation of offensive actions such as violence, drug abuse, and antisocial behaviors.

Offenders learn to take responsibility for their actions, and gain the cognitive skills necessary to refrain from making the same choices repeatedly.

A final element central to rehabilitative efforts is the concept of prerelease service. Prerelease services become the focus of rehabilitative efforts typically during the last six months of incarceration.

During this crucial stage, prison management conducts a final assessment of rehabilitation programs for each inmate scheduled for release and participating in pre-reentry activities and establishes partnerships with outside key partners whose inputs and roles are decisive in the planning and delivery of these tailored prerelease programs.

The importance of rehabilitation assessment is two-fold. On one hand, the evaluation allows administration to gauge the effectiveness of its reformation programs and, on the other, it provides the offender with the opportunity to subjectively measure his/her preparedness to reenter society as a law-abiding citizen.

Another advantage is that self-evaluation helps the inmate set new rehabilitative goals to fill the gap while in prison and upon release. Finally, the assessment is a golden opportunity for administration to include external stakeholders in the last phase of incarceration.

The inclusion of outside partners is fundamental in rehabilitation, especially during the pre-reentry period. In a study submitted to the U.S. department of Justice in 2002, Byrne et al mentioned that “for most categories of crime, particularly the types of crime that lead to incarceration, offenders and their victims live and/or work in the same neighborhood”, including same street and even the same home or housing complex.

Therefore, family members, role-modeling acquaintances (friends, former co-workers, neighborhood leaders, etc.), victims, victim advocacy groups, the police, communities of faith, and other social control institutions must be involved in the design, planning, delivery, and monitoring of pre-reentry rehabilitative programs.

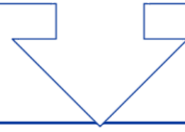
The rationale is very simple: considering that between 90 and 97 percent of offenders will be released at some point in time, the stronger the social control from external forces the inmates already feel behind bars, the lower the risk of recidivism upon release. In conclusion, rehabilitation does not mean the same thing for everybody. Therefore, it is important that prison management reach a consensus on the concept.

This will help to articulate a mission and a vision for the entire rehabilitation program and its segments, set clear goals, and define strategies and tactics to reach those objectives. Rehabilitation programs are not offered just for the sake of entertaining inmates or keeping them busy. For each of the programs described, there is a rehabilitative goal that prison staff must monitor.

Finally, a more systemic approach is needed in the pre-reentry phase as external partnerships are built and involved in the rehabilitative efforts. Their inputs and active roles are crucial in the design, implementation, and monitoring of pre-reentry services to ensure that only reformed and fully-functioning individuals are delivered back to society.

Let's talk about this. What do you intend to do?

TIMELIST GROUP



**M.Y.B.
MIND YOUR BUSINESS**

MODEL FOR ACHIEVING BPH RECOMMENDATION

SIX WEEK WORKSHOP

M.Y.B.

11. Mind Your Business

We are serving life terms, we are under tremendous stress, we experience anxiety constantly-trying to find a way out of this great hardship. What we demand from ourselves should be greater than what the BPH requests from us.

WHAT IS YOUR BUSINESS?	
• GET A G.E.D.	• MORE SELF-HELP
• OBTAIN POSITIVE CHRONOS	• EARN YOUR DIPLOMA
• NEED TO UPGRADE VOCATIONALLY	• PAROLE PLANS

When we read that after three, five, seven, ten, or fifteen-year denial, there will be one or more of these boxes checked as a BPH recommendation. As a support group, there is a need for us to assist and strengthen each other where we are able.

Obviously, it is going to take a certain state of mind to do it, or else we will refuse. Some of us have done everything the Board has asked of us, but we are still here. However, we must continue to do what is necessary to be free. Rehabilitation is **your business** so do not cheat yourself, because eventually all the hard work will be recorded and it will be recognized by someone - your higher power, the Board, or the Courts.

MIND YOUR BUSINESS - AND FOCUS

◆◆ WEEK 1 ◆◆

- Q1. Are you a current risk to public safety?
- Q2. What can you do to make yourself better?
- Q3. Is your in-prison behavior good?
- Q4. Are you still being written up?

A Closer Look: If you currently identify with a gang, the BPH would consider that to be tumultuous relationships with others.

◆◆ WEEK 2 ◆◆

- Q1. Can you name your tools; and expound on them?
- Q2. How can you demonstrate a positive mental attitude?
- Q3. Should you take responsibility for your crime partner's actions, Explain?
- Q4. Is forgiving yourself and others forgiving you necessary to make amends?

A Closer Look: Staying disciplinary free is a must in obtaining our freedom! Relapse prevention, anger management, managing stress, coping with anxiety and developing better social skills are all necessary requirements for establishing exemplary behavior.

[Critique — The Individual]

◆◆ WEEK 3 ◆◆

- Q 1. Do you look at the BPH panel as enemies or as fellow citizens?

While preparing to face the board, it is important that we adjust our attitudes and re-examine why we are here.

Do not become frustrated. Present your plans and be precise. Avoid speaking in circles. Get to the point!

Preparing a Prisoner's Document can be effective.

◆◆ WEEK 4 ◆◆

- Q1. Have you faced your crime?
- Q2. Have you accepted responsibility?
- Q3. Do you truly have remorse?

Victims Awareness is very critical here!

There are many self-help books to help us deal with our past wrongs. We can also find this support in our respective faith groups. Let's talk about it.

◆◆ WEEK 5 ◆◆

- Q1. Have you gained insight into your crime?
- Q2. Are your Psych. Evaluation Reports favorable or not?
- Q3. What is insight?
- Q4. Are you prepared to identify the root causes of your actions?

◆◆ WEEK 6 ◆◆

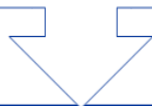
It's time you **Mind Your Business.**

- Q1. What are your parole plans?
- Q2. Are you prepared for the outside world?

Re-Visit your tools....

TOOLS:	
• RELAPSE PREVENTION PLANS	• NARCOTICS ANONYMOUS
• ALCOHOLICS ANONYMOUS	• SPIRITUALITY / MEDITATION EXERCISES
• ANGER MANAGEMENT	• LIFE SKILLS
• EDUCATION	• COLLEGE / VOCATIONAL TRAINING
• GENERAL SELF-HELP PROGRAMS	• PAROLE PLANS / RESOURCES
• MARKETABLE WORK SKILLS	

TIMELIST GROUP



G.R.P.
GANG REHABILITATION
AND PREVENTION

7 WEEK WORKSHOP

INSPIRED BY: Thor Vang

BY: André L. Wiley, Sr.

G.R.P.

12. Gang Rehabilitation and Prevention

Before you decide to complete this program, please be aware that G.R.P. is not a place to promote your gang, your old lifestyle or highlight the perceived benefits in joining a gang. Like all Timelist Group Workshops, the objective is to promote positive change and rehabilitation. All assignments and activities that are a part of G.R.P. must be fulfilled. This is not a free ride to obtain a certificate and / or chrono. Even though we are fully aware of the urgent need for verification documents, we ask all participants to attend this program in a goal-oriented state of mind.

After completion of this program you may or may not change your lifestyle; but at least you will have insight into your thinking and behavior patterns and the tools possibly to correct any negative and destructive lifestyle patterns. Our primary goal is to promote change and support those that are willing to change.

THANK YOU FOR YOUR ATTENDANCE AND PARTICIPATION

OUR OPENING

We lived to see another day, so let's make the best of it; today we must change our minds; we are not enemies. Today we are White, Black, Caucasian, African American, Latino, Asian, Pacific Islander, Others and Friends. We must change our minds. We are human beings. We owe it to our victims, our victims' families, our families, our communities, society and to ourselves. We must be accountable for the destructive lifestyles, we once lived and strive earnestly to be better individuals in the future. Today we must change our minds. May we live to see tomorrow.

ORIENTATION (GANG REHAB)

WEEK 1: DEFINITION

- Gangs: The problem and **Why** we are here to correct that problem?
- Testimonials: The problem for "ME" — Gangs
- Input from the group

WEEK 2: AWARENESS

- How do you feel about your decision? Gang member, Ex
- How do people view gang members? Non-Gang Member
- Gang Members and Ex-Gang members, sit on one side of the room, non-gang members sit on one side of the room.
- Let's talk about it

WEEK 3: CAUSE / EFFECT

- What caused you to join a gang, what motivated you to join a gang; what effects has joining a gang had on you, your family and the community?
- See the G.R.P. questionnaire

WEEK 4: WILLINGNESS TO CHANGE (PREVENTIONS)

SCENARIO

- Out of Prison (2 mos.), Living with family, Transportation (Bus), Going to school, No Job; **YOU** are at the bus stop, but **you** missed **your** scheduled bus, and four active gang members from **your** neighborhood happen to ride by, stopped and ask if, **you** want a ride to school; Q. What would you do?
- Explore Your Options ... (Pro's and Con's)
- Role Model-from the outside looking in.

WEEK 5: ACCEPTING RESPONSIBILITY

- Admitting that we are wrong
- Making Amends on any level possible

Break up into groups of four and appoint a spokesman to share. (When, How and Why?)

WEEK 6: THE SOLUTIONS (RECOVERY)

- Where there is a problem, we must search for a solution
- Nine (9) Steps to Street Gang Recovery Tools (i.e. Education, Employment, Spirituality, Recreation, Hobby)

WEEK 7: A NEW LIFE

This new life must involve relapse. We will learn how to deal with your own possible relapse and helping others to avoid the same pitfalls.

SCENARIO

- You come home one day and notice that your son is flying all of the signs of being affiliated with a gang. How do you address this issue?

Or

- You are at a shopping mall with your wife and suddenly gang members come inside the mall and your little brother or sister is with this group. How will you approach this situation?

Now, find a way to be a positive asset to society, to your family and do not give up.

- Q. What would you do if a financial opportunity were presented to you?
(EASY MONEY)

WORD / THOUGHTS

GANG: A band or company. A group of people associated together in some way; a group of workers directed by a foreman. An organized group of criminals. A squad of convicts at work. A group of youths from one neighborhood banded together for social reasons; often a band of juvenile delinquents.

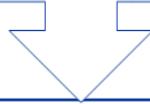
GANG BANG: (Vulgar) ~~Sexual intercourse, esp. rape,~~ of one woman by several men in rapid succession. ~~A sexual orgy~~ in which men and women change partners.

HOODLUM: Wretch, miserable fellow. A wild, lawless person, often a member of a gang of criminals. A tough looking young ruffian.

THUG: a member of a former group in India that murdered and robbed in the service of Kali (A Deity). A rough, brutal hoodlum, gangster.

IS THIS WHAT WE WANT FOR OURSELVES? IS THIS OUR LEGACY?

TIMELIST GROUP



**S.G.R.
NINE STEPS TO STREET
GANG RECOVERY**

INSPIRED BY: FORMER GANG MEMBERS

S.G.R.

13. Nine (9) Steps to Street Gang Recovery

WHAT IS THE PURPOSE OF S.G.R.?

The purpose of SGR is to help gang members find a new way to live, to challenge the belief system of people who live by a street code that is against the norms of society. SGR aims to offer awareness, liberate and cultivate the minds of those who are gang members, associates, ex-gang members or on the verge of joining a gang. SGR is designed to reshape your destructive and negative thinking that leads to street gang violence.

This program requires that you lay down your guard, put down your weapons and submit to the **NINE STEPS** that can change your life, if practiced daily. The objective is for you to internalize the steps by memorizing them until they become second nature. These Steps are a list of principles that must be understood in depth and discussed on every level conceivable. They were created by former gang members that served many years for violent crimes and who are now giving back to society in a positive way.

Embrace the Nine (9) Steps to Street Gang Recovery – SGR, it may save your life. It will also save your family life and your community, because you must know that when you choose to join a group that is involved in a neighborhood gang or prison gang, your family also joins that gang, your community joins that gang. How so? Gang violence does not discriminate, everyone around you is affected by it.

So, make SGR your solution!

SGR Group Guidelines

1. When you enter a group session, you must remove your hats or head gear, (except for religious attire).
2. You must have your pants pulled up always during group.
3. You must not display gang markings on your clothing at any time during group.
4. You must turn off cell phones or any other electronic device during group sessions.
5. You are expected to be present at and on time to every session.
6. No cross talking or interruptions when group members are sharing.
7. One at a time to the rest room.
8. Like other groups, please state your name before sharing and your addiction.
9. When sharing, you will not glamorize, identify or promote your gang, nor will you disrespect others.
10. What is said within group sessions must remain there to protect the integrity of this program.

Thank you very much for your cooperation and participation in the SGR program.

We are now in recovery; therefore, we require tools to rediscover ourselves and reach our full potential as human beings.

WHAT ARE THE TOOLS?

1. **Education:** Staying in school, earning a G.E.D., learning a trade or going to college. We must never be afraid to ask for help.
2. **Spirituality:** Meditation, Religion or other recovery groups. The key is that we must establish a spiritual foundation for ourselves a moral compass, whether that means attending weekly bible studies, church on Sundays, the mosque on Fridays, yoga or Buddhist meditation. This will help us in developing a new set of principles and belief system.
3. **Employment:** At some point, if we are finished with our education. It may also be possible for some to attend school while employed. Illegal earnings are unacceptable; we must seek legitimate employment. This will provide us a source of income and keep us off the streets.
4. **Recreation or Exercise:** We must find constructive ways to spend our leisure time participating in some type of recreation or exercise, which is therapeutic and healthy for the body and spirit.
5. **Hobby:** We can adopt a hobby that fills our space and keeps our minds occupied when we are not engaged in other positive activities.

In our recovery, now we can experience life without the use of violence and other extremes. We have tools to keep us focused as we follow the Nine Steps.

NINE (9) STEPS

1. We acknowledge and accept that being a gang member and living the street life has shaped our thinking.
2. We recognize that the gang lifestyle is destructive and has no place in our community or society.
3. I will resist my desire to be identified as a gang member.
4. I will seek knowledge that will enable me to reshape my character.
5. I now realize that gang activity has led to my destructive thinking and behavior.
6. I realize that all people, regardless of neighborhood or ethnicity, must be treated with respect.
7. I realize that I need help that will motivate me to be a better person.
8. I will dedicate my life to be a benefit and service to my family and community.
9. I am willing to dedicate my time in helping someone else work these steps.

CONTEMPLATE AND UNDERSTAND THE STEPS

- Step 1:** Now look within and ask yourself, “What made me adopt a set of false belief principles? Why did I choose the street life over my family? Why do I think the way I think? Why do I have this demeanor?”
- Step 2:** What will make me recognize that this gang or street lifestyle has no place in my community or society? Is it seeing a family member shot or killed by a stray bullet fired by your so-called enemies? Is it being sentenced to life in prison for a homicide?
- Step 3:** I can be identified as a gang member by the way I dress, by the way I talk, my demeanor, my tattoos and my friends.
- Step 4:** With knowledge, I can discover who I am underneath the lifestyle I adopted. I will embrace my new identity because it is truly me. I will be the best that I can be. In doing this self-discovery, I must look deep inside my past to rid myself of these personal defects.
- Step 5:** My destructive behavior is a result of my life style choices. I must look at the motive behind every bad action I have done: why did I really do it? Was it for love of money? Love of perceived power? Love of praise? Or is there a story that can be told that is deeply hidden, like childhood scars or experiences that we refuse to talk about?
- Step 6:** Why do I hate people that live in a different geographical location? Or why do I choose to hate someone that looks different than me? I know that if I want respect I must first give it.
- Step 7:** What prevents me from asking for help? I must realize that when I receive help, it will motivate me to be a better person. Therefore, asking for help will save my life.
- Step 8:** At this point, it is time that I examine my life and see if I am of benefit to my family and community. What can I do differently to ensure that I am living up to my responsibilities?

Steps 9: I now must give back and help someone like myself. In helping someone I am helping myself. My continuous recovery depends on how well I will do in service to others, beginning with myself, my family then the community.

These Nine Steps require another lifetime to complete. Constant reflection, discussion and a lot of time will help us to begin the process of STREET GANG RECOVERY.

It only takes three people to be considered a street gang, but only one of you will break that cycle while the rest of you will be killed due to gang violence or imprisonment for LIFE!

Work these **NINE STEPS** and find a SGR sponsor to help guide you and keep on the path of recovery because you are a human being and people care about you.

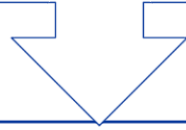
IT IS NEVER TOO LATE TO CHANGE!

We can now accept the fact that we are human beings, so let us pause for a moment of silence to reflect upon what we discovered today and remember the many lives that have been lost to street violence and on a count of three, we'll say together:

“IT’S NEVER TOO LATE TO CHANGE!”

Keep showing up and be safe

TIMELIST GROUP



S.T.O.P.
STRAIGHT TALK ON POINT

INSPIRED BY

Thor Vang
Stephan Billiard
Anthony Nix

S.T.O.P.

14. Straight Talk On Point

Welcome to the Straight Talk on Point (STOP) Program. Thank you very much for coming. Every time we meet we draw closer to a better world. Let us offer each other support and let us turn bad experiences into good works, or let us use our good experiences and knowledge to motivate and teach others. So, before we begin, let us introduce ourselves to the group.

Note: This is followed by those who have a desire to:

"GET IT OFF YOUR CHEST"

The Timelist Group Presents:

"Straight Talk On Point" (STOP) a self-help program that starts with you.

A program takes just a few good men and women with good common sense to operate. The topics that we will cover in this program reflect the need for intense personal rehabilitation.

GET IT OFF YOUR CHEST—IT MIGHT HELP YOU

The whole idea of Straight Talk On Point is to have members of the group interact with each other without reservation; and produce positive and constructive solutions to life issues.

This program uses self-imposed **"Talk Therapy"** to address and delve into life and/or current issues that may need to be addressed.

A Closer Look!

- Closure
- Prevention
- Therapeutic
- Victimization
- Independence
- Good Citizenship

Let's not be shy because we are each other peer support; we all need help with change.

SET IT OFF

Keep It Real with Yourself: if you don't have issues how can you improve? Or is it that you are perfect?

Question: Have you seen a perfect person?

Keeping it real is what allows for understanding and the need for critical dialogue that could potentially affect our environment.

The emphasis should be on constructive dialogue and solutions.

Bring your issues to the table or write them down, especially, if you have a difficult time explaining yourself. Also, consider it a break for the day; it's therapeutic to separate from the habitual norms of life and negativity that preoccupy our thoughts within a day.

LET'S TALK ABOUT IT

PROGRAM

This is a six-week workshop that cover six (6) sessions/topics affecting the individual and the community. At the completion of the Program, a chrono/certificate will be issued to each participant.

The first 15-20 minutes of each meeting will be related to "**GETTING IT OFF YOUR CHEST**" or current issues that may need to be addressed before covering the topics for the day's session.

Other features may be added to the group's activities as needed to encourage full participation an enthusiasm about the subject matter.

PARTICIPATION

Anyone is welcome to participate. The people's participation is the program.

So, bring your cup of coffee or tea and tune in—you may learn something.

Whatever experience you have, knowledge and/or hope, share it with the group. Your sharing can ultimately change how we think for the better, interact and feel about another human being and ourselves. Most importantly, it can change how we believe and view the world around us.

Attention! Homework may be requested and one (1) essay is required.

The following are the specific topics that will be covered in each session.

Thank you for your participation and cooperation.

SESSION ONE: LIFE SKILLS

Life skills are tools we acquire to manage our lives as responsible human beings.

PICK A TOPIC FOR THE DAY

- What brought you to this place? Not the crime, but the root of the crime?
- Identifying triggers: What are yours?
- Who are you today? Have you changed?
- What can I do to make things better for myself and my loved ones?
- What are the areas in my life that I need to pay close attention to?
- My financial situation after parole???
- What skills do I possess to maintain a comfortable living arrangement in free society?
- How easy is it to come back to prison?
- What are the affects that people have on my life that may cause me to re-offend and receive a violation?
- Our relationships: Are they helpful or harmful to my rehabilitation?
- The neighborhood: Can I survive in it without negative contact with law enforcement?
- What can I do to occupy my time when I am not at work or school?
- Being a role model for our children and/or having children; do we know what is at stake?
- What are we doing to stay healthy while incarcerated? Health care is very costly.
- Parole planning: What arrangements have we made to secure a successful transition back into free society?
- Do I know how to maintain a tight budget to ensure that my bills get paid on time?
- Do you believe that you can survive on \$2,000 a month living by yourself?

- How will you cope with the demands of society, i.e. work, school, bills, wife/husband, children?
- Do you have a problem trusting people? If so, what impact does it have on your social interactions?
- Do you believe that you can follow the law in difficult times like being unemployed, having marital problems or having to pay child support?
- Are you willing to go back to school and work for minimum wage until you can acquire a job skill? If so, why is this necessary?
- You come home from work and find your spouse having an affair. How would you respond?
- You have been in prison for over 20 years and you come home and your son tells you, "You're not my father!" How would you deal with that?
- Your neighbors are extremely annoying. You cannot get any sleep because of all the noise next door. How would you address this?

Q: How well have we learned to use these tools (life skills)?

TOPICS

Gaining the necessary steps for understanding life. Throughout our lifetime, we will encounter problems and situations that we must resolve in a nonviolent manner.

OPEN DISCUSSION

Conclusion: Apply the Tools you learn in life, i.e. commitment, consistency and focus.

SESSION TWO: CHOICES

Do you have a choice in anything? Yes, you do have a choice in everything you say or do in life. Why? Because what you choose is your responsibility.

TOPICS

How did our choices lead to crime, drugs, violence and incarceration?

GROUP ACTIVITY

Q: What are the root causes? "Why" did you do it?

Assignment: List some choices we can use to "change" and become productive.

Conclusion: Reflect on how you view yourself today and how have you changed.

SESSION THREE: THINGS YOU MUST CONSIDER

At some point, we must question ourselves: How do my actions impact people, including ourselves? Am I aware of the impact of harm. Is making amends possible?

TOPIC

Making Amends with Family Members and Your Community.

Q1: What is the difference between regret and remorse?

Q2: How can we seek forgiveness? Should we seek it?

Q3: Can you face rejection?

Conclusion: Today, I am the victim; what does forgiveness mean to me?

SESSION FOUR: CHANGE

How willing are you to change? To better yourself you must seek different avenues in life.

TOPICS

Preparing to Re-integrate Back into Society; Developing Better Communication Skills.

Conclusion: Change takes courage.

SESSION FIVE: SELF-REFLECTION

How do you view your behavior and daily activities? Can you identify your beliefs and values behind your antisocial behavior?

TOPIC

The significance of accepting responsibility.

Q1: Have you examined and confronted the beliefs and values behind your abusive, aggressive or selfish behavior?

Q2: Do you understand the ripple effects of crime? Explain?

Q3: Have you considered the benefits of accepting full responsibility?

Homework: Write an essay (Self-Analysis) **Who** you were, **what** were the results and **How** you have changed.

Conclusion: There is always room for improvement.

SESSION SIX: NEW START

With the life skills, choices, changes and self-reflection let us begin our new start.

TOPIC

Recap on the topics covered or discuss the benefits of self-help.

GROUP ACTIVITY

Create **five** affirmations regarding change.

Conclusion: What does "change" cost; when we all can achieve it.

IT'S NEVER TOO LATE TO CHANGE

TIMELIST GROUP



R.D.I.P.
RESUME DEVELOPMENT &
INTERVIEW PREPARATION

INSPIRED BY FORMER COMPANY HR STAFF

11 WEEK WORKSHOP

15. Resume Development & Interview Preparation

PROGRAM DESCRIPTION

This program is geared towards helping each inmate develop a clear understanding of the necessary skills to obtain employment once released from prison. By breaking down the ingredients of a positive and effective resume, each inmate will have a head start once released. In today's job market, the opportunity for an individual with a felony conviction to obtain a good paying job versus an average minimum wage position is very limited. Our goal is for each person to understand the importance of being completely prepared by having a complete, accurate, and informative resume, which will provide greater opportunities to be interviewed by a potential employer. Therefore, this program will be very informative and a valuable tool for each person to maximize his potential. Thus, developing the confidence and ability to answer tough questions in an interview setting will enhance each person's chances of obtaining employment. This program will be hands-on. Mock interviews will take place to teach inmates how to handle questions and relax in an interview setting. The Timelist Group is very excited about the opportunity to present a program such as RDIP.

CLASS EXPECTATIONS

1. PLEASE BE ON TIME TO THE CLASS
2. BE RESPECTFUL TO OTHERS
3. HELP EACH OTHER BENEFIT
4. PARTICIPATE AS MUCH AS POSSIBLE
5. **ENJOY AND HAVE FUN**

PROGRAM OUTLINE

- Session 1: Program Introduction, Goals, and Discussion**
- Welcome to the program
 - Random job selection
 - Job seekers and future business owners
- Session 2: Resume Development (Heading and Objectives)**
- Begin Resume Construction
 - Break into groups
 - Show that you qualify
 - Accurate dates and timeline
- Session 3: Resume Development (Work Experience and Skills)**
- Break into groups
- Session 4: Resume Development (Qualifications)**
- Make this section very important!
- Session 5: Resume Development (Education and Personal)**
- Focus on accuracy of info
- Session 6: Cover Letters**
- Distribute examples
 - Why a cover letter?
 - Proper structure
 - Short and sweet
- Session 7: Job Search and Website Discussion**
- Methods to search
 - Website applications
 - Now you're out of prison ... what's next?
 - How to be prepared for door to door
 - Get your resume out there

Session 8: Employment Applications (Being Prepared)

- Take your job notes with you
- Have complete and accurate info
- How to address the felony question
- Reference information, be complete and thorough
- Background checks

Session 9: Interviewing (Mock Interviews)

- S.T.A.R.
- Be on time
- Attitude / Manners / Appearance
- Listen to questions
- Think before you answer

Session 10: Interview Follow-up

- Emails
- Letters
- Phone calls

Session 11: Program Completion

- The Importance of Networking
- Self-Evaluation
- Keeping in touch
- Direct Mailings
- Flexibility and Adaptability
- Issue Certificates and Chronos
- Updating your resume as your career changes

Certificates and Chronos will be handed out at the completion of this 11-week course.

This course is a "Hands On" course. Participation and attendance are mandatory.

Participants must complete 10 of 11 weeks to receive a certificate.

Family visits and medical issues are excused.

Participants must be on time to class.

MANDATORY INFORMATION

1. EMPLOYMENT HISTORY

- Complete Address and Phone Number
- Immediate Supervisor Info
- Start and Ending Dates
- Why You Left the Job

2. EDUCATION HISTORY

- Accurate Info

3. SKILLS

- Be Honest

4. QUALIFICATIONS

- Former Positions and Responsibilities
- Accurate Timeline

5. REFERENCE LISTS

- Be Extremely Accurate Here!
- Names/Titles/Address/Email/Phones

6. COVER LETTER

- Short, Professional and to the Point

7. THANK YOU LETTER

- **Always** Address to the Person with whom You Interviewed!
- Short and Sweet

SAMPLE RESUME

RICH ANDREWS

PHONE (123) 456-7890 • FAX (123) 098-7654 • E-MAIL ME@MYCOMPANY.COM
12345 MAIN STREET, LOS ANGELES, CALIFORNIA 12345-6789

OBJECTIVE

Seeking a full time manager position to utilize my 10 years in sales marketing.

EXPERIENCE

- 1990 – 1994 *National Sales Manager*, Arbor Shoe, Southridge, SC
- Increased sales from \$50 million to \$100 million.
 - Doubled sales per representative from \$5 million to \$10 million.
 - Suggested new products that increased earnings by 23%.
- 1985 – 1990 *District Sales Manager*, Ferguson and Bardell, Southridge, SC
- Increased regional sales from \$25 million to \$350 million.
 - Managed 250 sales representatives in 10 Western states.
 - Implemented training course for new recruits — speeding profitability.
- 1980 – 1984 *Senior Sales Representative*, Duffy Vineyards, Southridge, SC
- Tripled division revenues for each sales associate.
 - Expanded sales to include mass market accounts.
 - Expanded sales team from 50 to 100 representatives.

EDUCATION

- 1971 – 1975 Southridge State University, Southridge, SC
- B.A., Business Administration and Computer Science.
 - Graduated Summa Cum Laude.

INTERESTS

Southridge Board of Directors, running, gardening, carpentry, computers.

REFERENCE

Upon request

Chloe S. Hopeful

4 Herecome Drive, Anytown, US 00000
111-222-3333 chloe@iexliausted.com

Objective:

Seeking full-time position as an automotive insurance-claims adjuster.

Qualifications:

- Estimated parts-labor cost on 40 major auto collisions
- Estimated parts-labor cost on 15 auto electrical-fires
- Estimated parts-labor cost on 8 auto theft-recoveries
- Negotiated settlement with insurance company on 35 collisions
- Negotiated with 14 customers for insufficient coverage
- Negotiated with 6 auto makers for warranty coverage
- Repaired over 30 front/rear/side collision jobs
- Repaired 15 collision jobs with bent frames or cowl
- Experienced with Wack-N-Charge computer software

Work Experience:

- Present: Auto-Body Technician, Crunchy's Auto Repair, Anytown, US
 - 70% of my repair estimates not challenged by insurance companies
 - 20% of my estimates, employer agreed to reduce repair costs
 - 10% of my estimates, customer agreed to pay added costs

Education:

- 2004: Self-study for Insurance-Claims
- 2004: Certificate, Auto-Body Association
 - Insurance Estimates and Frame Straighten
- 2003: Diploma Headlight Institute, Anytown, US
 - Auto Body Repair, Sheet Metal, and Refinery

← **Look what a resume did for this person who wants to change to a new line of work.**

In this example, Chloe discovered that she liked her insurance adjusting duties more than she liked doing auto repair. So, she matched her experience with the skills needed to become an insurance adjuster and set off to find a new career. She also modified her resume her resume by listing all her skills and abilities (qualifications) up front—to give them added emphasis.

Look what a resume did for a Serviceman with on-the-job experience. →

In this example, Chris studied carpentry and construction in school, then took a summer job with Slap-M-Up-Homes. During Army National Guard service he was introduced to cabinetry and received some hands-on training. Now, he's looking for a job as a full-time cabinet maker.

Chris also modified his resume. He listed his accomplishments under each job, rather than separating them by different skills.

Chris E. Hiremenow

3 Gimmeachance Road, Anytown, US 00000
111/222-3333 chris@tinkid.com

Objective:

Seeking full-time position as a cabinet maker.

Education:

- On-the-Job Training, Army National Guard.
 - Cabinetry, Layout, Design, Materials, Tools.
- 2003, Diploma, Hammer Voc-Tech, Anytown, US
 - Carpentry, General Construction.

Work:

- (Present) Cabinetmaker E-3, National Guard, Anytown, US.
 - Built 15 furniture pieces, Queen Anne to Contemporary.
 - Built 12'x16' raised-panel fireplace mantle and facing.
 - Design-built 3 complete custom kitchens.
 - Design-built 100' cherry bookcase for law library.
 - Built-installed 30' grand staircase in historic residence.
 - Built-installed 9,000 sq. ft. raised oak wall paneling.
 - Repaired finish damages to C.O.'s antique mahogany desk.
 - Repaired heavy damages to dining room furniture.
 - Designed-built over a dozen unique woodworking jobs.
- 2004, Carpenter Assistant, Slap-M-Up Homes, Anytown, US
 - Rough framed 25 homes during summer employment.

Personal:

- National Guard's Unit Citation for renovation of a national historic residence.
- Special recognition for building inner-city playground.

James B. Jobless

1 Opportunity Way, Anytown, US 00000
111/222-3333 jj@tlatbroke.com

Objective:

Seeking an entry-level position in retail sales.

Education:

2004 Diploma, My High School, Anytown, US

- Enjoyed classes in public speaking, math, and computers

Skills and Abilities:

Math Skills:

- Maintained 3-year "B" average in algebra and geometry
- Computed my own 1040EZ tax return, earned \$400 rebate
- Managed \$1,000 investment that earned 7.2% APR

People Skills:

- Play checkers every Monday with seniors at a nursing home
- Raised \$300 in one week for Students Against Drunk Driving
- Enjoy helping people solve computer problems

Product Knowledge:

- Sports: Enjoy football/baseball but I'm a mediocre player
- Automotive Dad's a mechanic, we rebuilt my '89 Volvo
- Music: Own 261 CDs and I can name a tune in 4 notes

Electronics:

- High school computer classes and talent for programming VCR's shows that I could quickly learn to operate an electronic cash register

Personal:

- Reliable - Missed only two days of sick Honest
- Returned \$20 check-cashier



See how a resume sells your abilities, even when you have no experience.

This high school student never held a real job. But, by using everyday experiences, his resume shows that he could easily qualify for a sales job in a department store.

Match your life skills and accomplishments with the skills needed for the job you want. You'll show an employer that you can easily learn the job and quickly become a productive member of the team.

Look what a resume did for a college graduate with no work experience.



In this example, Lindsay had no experience for a job in public relations. So, she presented school projects to show that she could qualify for the job.

Treat school projects, courses, and class assignments as experience. It will show that you're qualified for an entry-level position. Trade school, vocational school, business school, and college students should use this approach.

Lindsay I. Needajob

2 Icandoit Drive, Anytown, US 00000
111/222-3333 lin@fuzz.com

Objective:

Seeking entry-level position in public relations.

Education:

2004: B.A. in English, Beatrice Hart College, Anytown, US

- Courses: Tech and Creative Writing, Speech, DTP

Skills and Abilities:

Writing Skills:

- Wrote an 8-page assembly manual for a unicycle
- Wrote 15-minute Presidential speech on terrorism
- Wrote 1,000 word human-interest story on "Sitting"
- Wrote advertising campaign for sugarless cookies

Public Speaking:

- Rebutted charges of corruption at press conference
- Presented a plan to cure cancer within three years
- Appealed for \$30 million in funding to end loneliness

Research:

- Conducted, interviewed, and analyzed field data for an opinion survey on current gasoline prices
- Researched issues and developed a Labor Department policy paper on mass layoffs and plant closings

Desk-Top Publishing (DTP):

- Created 20 page booklet. "What's that smell?"
- Interviewed and photographed 12 health inspectors
- Wrote and edited the text using MS Word
- Produced page-layouts in QuarkXPress
- Manipulated graphics in Adobe Photoshop

All projects on this resume were college-course assignments. Writing samples are available.

SAMPLE COVER LETTER

Managers are busy people. They read lots of letters, reports, and memos. The one thing they don't want to read are wordy letters that never seem to get to the point. So keep your letter brief, clear, and direct. Sell them on the idea of granting you a job interview. Send each manger on your list an individualized letter, addressed directly to him or her. Here's the magic formula for writing a professional sales letter.

1. Seize Attention
In the first sentence of your letter, grab the manager's attention. Tell them that you want an appointment.

2. Pique their interest
Whet the manager's interest by explaining why you chose to write to their company.

3. Get down to business
Explain that you would like to "learn about the career opportunities in their department.

4. Explain what's special about you
If you just graduated from school, if you got out of the service, or if you have some hands-on experience-say so. Then, show that you're qualified to handle the job. Sell yourself.

5. Wrap it up
Since the manager won't call you, explain that you will call to schedule an appointment.

December 30, 2004

Mr. Stephen M. Reading
General Manager
Sarah's Sauté
Ten Dollar Bill Avenue
Anytown, US 44444

Dear Mr. Reading:

I would like to schedule an appointment to speak with you.

My parents dine frequently at your restaurant and they rave about the food, especially your linguine with clam sauce.

I'd like to work as a waitress. And, I'd like to learn about the career opportunities at the Sarah's Sauté.

For your review. I'm enclosing a copy of my resume. In that resume, you'll notice that I don't have much experience, but...

- I'm well spoken with a neat appearance.
- I have a pleasant disposition, sense of humor, and I enjoy people.
- I have an excellent memory for names, faces, and details. have good math skills.
- I'm hard-working, dependable, honest, and willing to take initiative.

If I may, let me call your office on Tuesday afternoon to see if you could schedule some time to talk with me.

I look forward to meeting you.

Sincerely,

Emily S. Writing
One Icandoit Road
Anytown, US 12345
Phone: 111/222-3333

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear First Name, (or Mr./Ms. Last Name if you don't know them well)

Thank you for all the help you have given me with my job search.

I especially appreciate the information and advice you have provided, and the contacts you have shared with me. Your assistance has been invaluable to me during this process.

Again, thank you so much! I greatly appreciate your generosity.

Best Regards,

Your Name

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature
Your Typed Name

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you for taking the time out of your busy schedule to talk to me about the Senior Programmer Analyst position with XXX Company. I appreciate your time and consideration in interviewing me for this position.

After speaking with you and the group, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for a diversified position.

In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done.

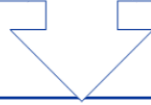
I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed. My cell phone number is (555) 111-1111.

Thank you again for your time and consideration.

Sincerely,

Your Signature
Your Typed Name

TIMELIST GROUP



**S.P.M.D.
STREET & PRISON
MINDSET DETOXIFICATION**

A THREE-WEEK LESSON

16. STREET & PRISON MIND-SET DETOXIFICATION

DO YOU DISLIKE THE CHALLENGE OF BEING AN UPSTANDING CITIZEN?

WHY ARE YOU AFRAID OF BEING NORMAL?

Normal??? DETOX means that you begin the process of living a normal life free from anti-social behavior. Therefore, normalcy is to realize that people's lives, honor and property are sacred and that you obtain legitimate employment to pay your bills. It means that you take care of your family, attend PTA meetings and have picnics on weekends with your family. You are also free from criminal activities and substance abuse. **THIS WOULD BE CONSIDERED NORMAL.**

This three-week lesson series is meant to get us into DETOX due to our being under the influence of street life and prison mentality. When we leave prison or the street life, we don't want to be institutionalized or prone to abnormal tendencies that are clearly counter-productive.

Just imagine sitting and enjoying a meal inside a restaurant with family members: you devour your meal in five minutes flat while your family looks on in amazement as they are barely completing their appetizer. Are your eating habits due to your institutionalization? It is because you are programmed to eat fast and exit the dining hall quickly (a prison rule)? Or, for instance, someone offers to sell you a brand-new iPad. Without pause you buy it even though it may be stolen merchandise. Now you run the risk of being charged for receiving stolen property.

We can go on and on with many examples like this.

Street mind usually leads to prison mind. These two mindsets consist of beliefs, which produce anti-social behavior and lifestyle. Then, it will keep you confined to a certain circle of influence which over time you will consider **NORMAL**.

You must come to realize that these two **MINDS** are not a part of civilized society. Therefore, we are referred to as a danger to public safety or a threat to society.

1. What was your belief about making money when you first entered the street life?

Is this still your belief? Why? _____

2. What was your belief about women when you first entered the street life?

3. What was your belief about laws or rules and regulations before entering prison?

How would a normal everyday tax paying citizen answer these or similar questions?

1. What is your belief about making money? _____

2. What is your belief about women? _____

3. What is your belief about laws = rules and regulations? _____

WHY DO YOU RESIST BEING LIKE NORMAL PEOPLE?

1. If you witness a woman being beaten by her husband on the street what would you do?
 - a. Stay out of it
 - b. Run to her aid
 - c. Call 911
 - d. Give her a weapon to protect herself
2. What if this person was a family member? _____

Do you get excited when you see someone get assaulted? Do you enjoy watching live high speed chases? Do you get angry with law enforcement when you see them arresting someone? Do you laugh and mock at people that wear their pants all the way up?

LET'S TALK ABOUT IT.....

WHAT HAVE YOU LEARNED FROM THE STREET?

1. List three things that have **BENEFITED** you from your street life?
 - a. _____
 - b. _____
 - c. _____
2. List three things that have **HARMED** you from your street life?
 - a. _____
 - b. _____
 - c. _____

3. Does the **BENEFIT** outweigh the **HARM** (YES / NO) Explain:

WHAT HAVE YOU LEARNED FROM BEING IN PRISON?

1. List three things that have **BENEFITED** you from prison life?

- a. _____
- b. _____
- c. _____

2. List three things that have **HARMED** you from prison life?

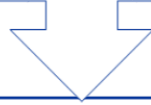
- a. _____
- b. _____
- c. _____

3. Does the **BENEFIT** outweigh the **HARM** once released from prison?
(YES / NO) Explain:

Now, write a two-page essay on yourself how you were on the streets, and how coming to prison has impacted your life, and what you plan to do about it. (**SELF-ANALYSIS**)

**GOOD LUCK AND TAKE YOUR SELF-HELP SERIOUSLY!!!
IT MAY SAVE YOU!!!**

TIMELIST GROUP



**D.V.P.
DOMESTIC VIOLENCE
PREVENTION**

12 WEEK WORKSHOP

17. Domestic Violence Prevention (DVP)

12 WEEK WORKSHOP	
Week 1:	Orientation and awareness
Week 2:	Warning signs - testimonials
Week 3:	Root causes / looking within - essay
Week 4:	Role playing - who do you "think" you are?
Week 5:	Role playing - where is the love?
Week 6:	Self-talk and communication
Week 7:	Violence is never an option
Week 8:	Alter your action before reactions
Week 9:	Develop new habits through spiritual principles
Week 10:	Healthy relationships and parenting - making amends
Week 11:	Role playing - making amends (Part II)
Week 12:	Commitment "take a vow" today!

If you have a problem controlling your anger and you are in a relationship, then this class is for you. If you have an alcohol or substance abuse problem and are in a relationship, then this class is for you. If you have jealousy issues within your relationships, then this class is for you. If you have ever been a witness to domestic violence, then this class is for you. If you have been guilty of abusing your mate or family member, mentally, emotionally, verbally and/or physically, then this class is for you.

Domestic violence can appear in many forms. You may be overlooking the warning signs. It can stem from having unresolved internal issues that you experienced as a child; or you just simply lack the skills on how to cultivate healthy relationships.

In the end, many people are harmed emotionally, psychologically and physically. These are the persons on the receiving end of Domestic Violence, namely: children (if any), spouses, our parents, in-laws, the neighbors, friends of the family, co-workers - you name them. In the extreme cases, the results are often death and permanent damage to surviving family members.

Many abusers do not seek help, because they think that their actions are justified and acceptable or that they have it under control. The abused do not get out of the situation or call for help because they are afraid or they are blindly in love; therefore, they possess a false hope that their partner will change someday. If there are children involved, they are just caught in the middle; they usually grow up with a lot of hatred and resentment. In a lot of cases, the cycle is repeated with them as they become adults.

So, maybe you were at the receiving end of domestic abuse? In any case, our objective in taking this course is to **STOP! CUT OFF!** and **BREAK!** the cycle of Domestic Violence and bad parenting.

NOTICE!!!

BEFORE GOING FORWARD IN THIS COURSE,
PLEASE SIGN THE FOLLOWING PLEDGE.

I, _____ from this day forward, will never be a party to **DOMESTIC VIOLENCE**. I will love, honor and respect all women and every member of my household. I will always endeavor to cultivate healthy relationships. I will live by this **PLEDGE** for the rest of my life with the realization that violence is never an option.

Signature: _____, Dated: _____

WEEK 1: ORIENTATION AND AWARENESS

In our Orientation and Awareness, I am sure that we know the problem of Domestic Violence. We saw it in the O.J. Simpson case and many other high notoriety cases that have made the headlines. On a more personal note, these are areas that are sensitive and we seem to neglect them for whatever reason or reasons. Today, let us talk about what we know about Domestic Violence and the effects.

WEEK 2: WARNING SIGNS - TESTIMONIALS

Today, what are the warning signs? Having unrealistic expectations of those we claim to love. Feelings of jealousy, suspicion, obsessive control issues and so on. Let us hear your testimony.

WEEK 3: ROOT CAUSES / LOOKING WITHIN - ESSAY

Today, we must look deep inside for the root causes of our issues that lead to domestic problems. Write it down!

WEEK 4: ROLE PLAYING - WHO DO YOU "THINK" YOU ARE?

Today, we will be role playing. What role do you play or what role have you played in your household? Who do you "THINK" you are? [Scenario]: You come home from work, you are hungry, there is no food in the refrigerator, you start shouting, " I work all day and pay the bills and there is no food in my house!" Where does this scene go from here?

WEEK 5: ROLE PLAYING - WHERE IS THE LOVE?

Today, we will continue role playing. Most of our relationships were blissful in the beginning; we were in love. At least we thought we were? [Scenario]: You are on a vacation with your family, a family member loses the vacation money. Anger emerges." Where is the love now?

WEEK 6: SELF-TALK AND COMMUNICATION

What is Self-Talk? For us, it is saying to yourself; " This is my wife, or this is my family, I must keep them safe from harm, I am not violent, I love my wife, I must forgive them. After this Self-Talk, we are ready to communicate. **PRACTICE! PRACTICE! PRACTICE!**

WEEK 7: VIOLENCE IS NEVER AN OPTION

If violence is never an option, we must figure out the solution. Today, we must breakup into small groups of four or five. Each group will come up with solutions to resolve their domestic issues.

WEEK 8: ALTER YOUR ACTIONBEFOREREACTION

We have tried everything to stop the violence or the abuse, but I keep getting frustrated and angry. Pause, take a step back, reflect and ask yourself; " Am I approaching this problem, right? " Then act, this may produce a favorable response.

WEEK 9: DEVELOP NEW HABITS THROUGH SPIRITUALPRINCIPLES

What new habits have you taken on to assist you in resolving domestic conflicts? Do you have a moral compass? Spirituality is key here; whether you take the principles from your religion or A.A. or Anger Management groups. Let's share ...

WEEK 10: HEALTHYRELATIONSHIPS AND PARENTING - MAKING AMENDS

Today, we begin making amends by telling someone we have harmed that we are sorry. How do you intend to make amends? And what would you say to the person that has been harmed by your actions?

WEEK 11: ROLE PLAYING - MAKING AMENDS (PART II)

Today, the [Scenario] is: Times are rough, I am out of work, bills are falling behind, your partner calls you a loser." The scene is a little chaotic, so how will you treat the situation?

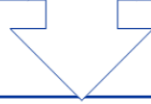
WEEK 12: COMMITMENT "TAKE A VOW" TODAY!

As we conclude this course, what is your commitment. Are you willing to take a vow today? What have you learned? And what is your vow?

This workshop course on **DOMESTIC VIOLENCE** was inspired by a Victims Awareness seminar conducted by Amalia Molina of the Families of the Incarcerated at Avenal State Prison. Thank you for giving us all hope.

IT'S NEVER TOO LATE TO CHANGE!!! SO, PASS IT ON ... PEACE

TIMELIST GROUP



**M.O.P.E.
MOM OR POP
ENVIRONMENT CLASS**

9 WEEKS PARENTING WORKSHOP

MOM OR POP ENVIRONMENT

18. M.O.P.E.

9 WEEK PARENTING CLASS

Timelist presents M.O.P.E., a parenting class that divulges a lot of attention to the reality of single parent homes. It will also look at the enormous benefits of having a two-parent home, which is the focus of this class.

M.O.P.E. encourages the participation of young parents, single parents, adolescent children and teenagers. This class should be mandated for young couples having children out of wedlock. M.O.P.E. shall always be conducted in a therapeutic environment, open setting without book work. Parenting is a hands-on job; therefore, it must be treated as such. It is our belief that if we can just talk about it in a group setting, we can solve many of the problems that may exist in the home. In achieving success, we will implore five principles which act as tools whenever issues arise within our household.

THESE FIVE PRINCIPLES ARE:

1. The rights of parents
2. Effective communication
3. Duties and responsibilities
4. Family loyalty
5. Kindness and engendering love

[Let's look at our upbringing and background to better understand this critical principle.]

PRINCIPLE 1: THE RIGHTS OF PARENTS

This is a spiritual foundation regardless of your religious or cultural background. Parents are meant to be obeyed; this is their right which must be preserved. Often time, parents attempt to be mere friends to their children or children lose respect for their parents because of a perceived short coming. This sort of thinking usually leads to children disobeying their parents, disrespecting their parents and causing a lot of stress within

the parent/child relationship. Therefore, this principle must be established and understood first.

PRINCIPLE 2: EFFECTIVE COMMUNICATION

Any social interaction must implore effective communication. In the case of the parent, he or she are always right, the parent has the last say. Speak direct to the child, don't beat around the bush, say it plain and with consideration of the child or teenager's capacity to respond appropriately. A positive approach to your son or daughter can produce positive results.

Sometimes, there is a need to sit down and communicate in a way that expresses the goal of the conversation. Example: Don't just order your child to do his/her homework, but explain the consequences "long-term" if one fails to complete homework assignments and the "long-term" benefits for completing the task. This will help to instill motivation and easy communication in other related areas, such as: attendance, school work and good behavior in the class room. It is very important for the child to adopt (as a principle), to lower his/her voice when talking to parents, to guard their tongues from inappropriate speech and to never turn their back when being spoken to.

[For the single parents, the child may feel that he/she can get away with more, due to limited attention because of work and other chores.]

PRINCIPLE 3: DUTIES AND RESPONSIBILITIES

The parents' job is to be the protector and provider of their household. In meeting this duty, they must also be law abiding citizens to fulfill and maintain such duties and responsibilities. This principle also demands self-sacrifice to ensure that the children needs are being met on every level. This principle is vast, which include but not limited to the following:

- a. Protecting the child or children from physical, emotional, social and psychological abuse or harm.
- b. Providing them medical, emotional, financial, educational, social and loving support.
- c. Avoiding spousal child abuse, whether physical, verbal or psychological.

[Duties and responsibilities can extend to other areas - let's take a closer look.....]

PRINCIPLE 4: FAMILY LOYALTY

It is disturbing to read in the headlines about a child divorcing their parents or parent; or the single parent putting their new girlfriend or boyfriend before their child. This principle focuses on family loyalty. Defining loyal: it is: a firm allegiance to one's government, homeland, or sovereign (Parents, household in this case). It means faithful to a person, custom or ideal. This is truly missing from the home. There needs to be added emphasis on this principle.

[Let us talk about your ideal of family loyalty. Is your ideal of family loyalty reasonable?]

PRINCIPLE 5: KINDNESS AND ENGENDERING LOVE

The need for kindness and love is a natural desire of the human being. It is therefore necessary that kindness and love be reciprocated between parent and child. This principle deals with the act of generosity and beauty making within the relationship. It is not always about rules and guidelines, sometimes it is about love and showing kindness towards your family. So please pay close attention to this principle to adhering to the previous four.

[Utilize this principle to perform an act of kindness for a week and tell us how you feel afterwards].

Other topics to be covered in this class may be:

- Talking to your children about alcohol and substance abuse
- Talking to your children about sex and sexually transmitted diseases
- Ethical behavior and respect for elders
- Prioritization, work and education
- Video games and entertainment
- Gangs and negative peer groups
- Bullying and making friends
- Sports and recreation

The acronym for this program is entitled: "M.O.P.E." If one defines Mope, it means: to be gloomy or dejected; to move in a leisurely or aimless manner; a person given to gloomy or dejected moods, low spirits; the blues. Sometimes we treat parenting as this gloomy place, we are in these bad moods. We can't wait until the kids are all grown up and out of the house or off to college.

After completing this class, I hope that you will look forward to parenting and being a good parent/role model in the future for the next generation to come. Stop moping about how hard it is to be a good mother or father. Take the principles that have been given to you in this class and apply them to your daily life and household.

GOOD LUCK...



SOFT SKILLS

CONNECTING WITH PEOPLE

Our Life Skills are now considered Soft Skills. We have found that it is important that we understand soft skills since life skills are something that we will gain if we stay connected to our support systems, i.e. family, community, organizations etc. Soft Skills are a part of that process of skills developing as you are transitioning into employment

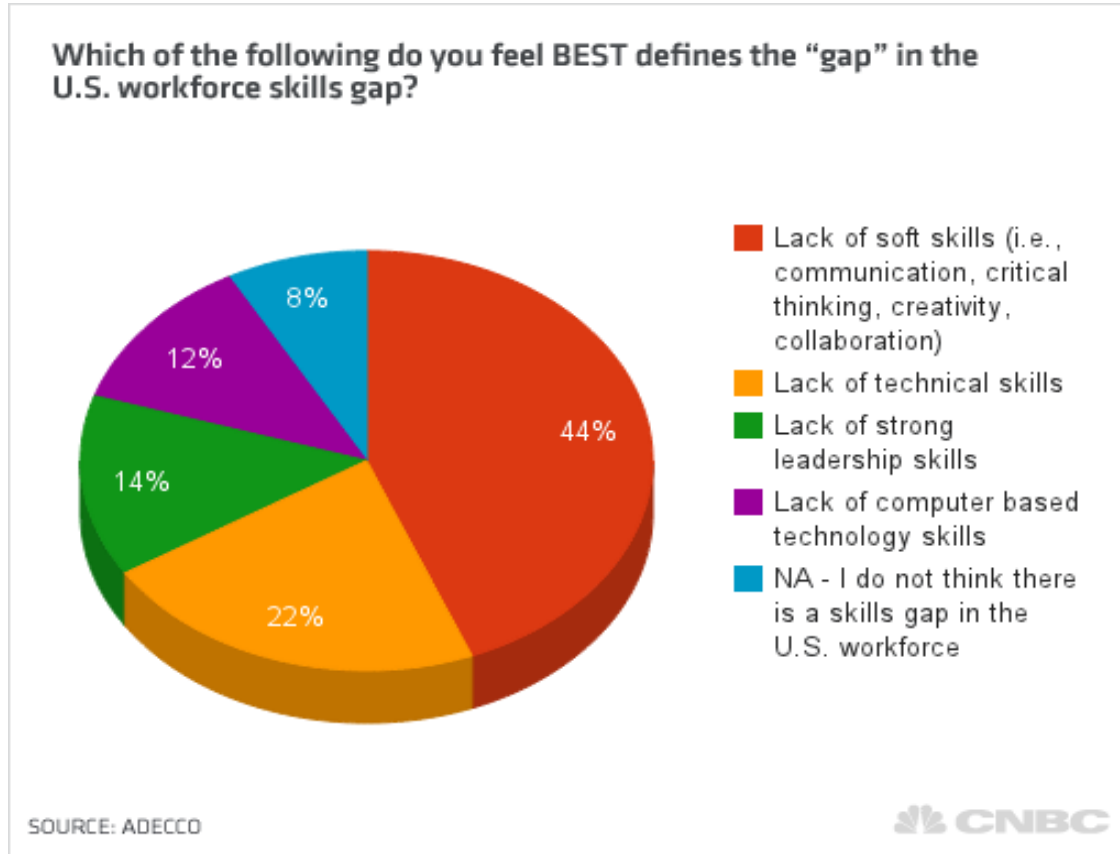
It is hard to judge which soft skills are most important, but this list is broadly what employers mean when they talk about good soft skills and the skills which are most likely to enable you to build constructive working relationships with other, or to be a constructive and helpful employee.

When or if you find employment through the efforts of this program, we expect that you will continue to find time to work with our mentors, careers coaches and/or counselors. It doesn't stop here our objective is to maximize your potential in the workforce.

NOTE:

This session should be facilitated by Timelist Group personnel for instructional support and additional resources.

DATA: ON THE IMPORTANCE OF SOFT SKILLS




FIRST IMPRESSION

- Communication Skills
- Body language

How well do you communicate today? Do you get nervous when you must speak in front of people? When you sit down for interview or review (in front of the board) are you sitting straight? Are you able to hold your composure when you hear something that you dislike?

Let's practice on each other, let's set up our chairs to face each other and communicate. The subject can be about how you think a job should be handled, even if it's as simple as preparing food for a large group, how will you perform this task?



The Top 5 Skills for 2015

1. Leadership Skills
2. Ability to Work in a Team
3. Written Communication Skills
4. Problem-Solving Skills
5. Strong Work Ethic

SOURCES: Job Outlook: The Candidate Skills/Qualities Employers Want, the Influence of Attributes, National Association of Colleges and Employers

NEXT LEVEL

- Self-Motivation
- Leadership Skills

What are some of the key things that motivate you to get the job done? Is it the pay check? Is it your integrity? Is it your children? Bills must be paid so I must work hard? What is it for you? The way you answer may determine your leadership qualities and ability long-term.

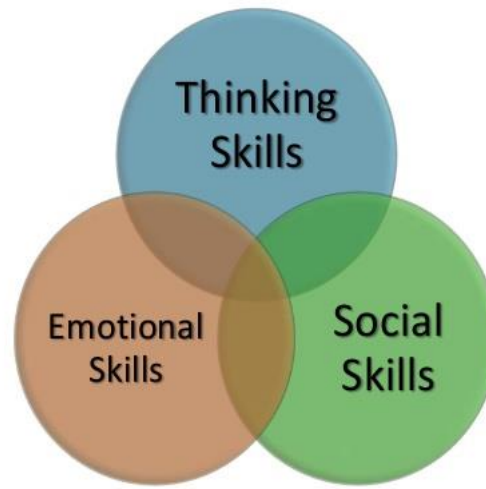
Make a list of what you would consider a leadership quality. How do you know that you can lead? **WRITE IT DOWN** and let's talk about it.



ANSWERS FOR YOU

- Team-work Skills
- Courtesy (ethical behavior)
- Creativity
- Demonstrations of creativity (workgroups)
- Problem Solving Skills and Techniques

Three kinds of skills –



Pratima Nayak, KV, FW

- Time management
- Ability to work under pressure

Do you always show up on time? How well do you manage your time? Is it productive use of your time or are you wasting a lot of time and not producing anything?

Have you ever been faced with deadlines? If so, how well were you able to work under that pressure?

Write two paragraphs on how you would solve a problem at your current job site, future job site. Describe the problem and fix it.

Problem:

Your Solution:

SUPPORT

CONTACT:

info@timelistgroup.org
c/o TIMELIST GROUP



If you are incarcerated, write to our main office address for more information concerning the Timelist Group.

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