



## ABOUT ELEVATE WORK

**Elevate Work** exists to connect the unemployed and underserved population of our community with the necessary tools to uncover and address the roadblocks which are keeping them from obtaining meaningful employment.

A lack of work contributes to poverty, crime, homelessness, domestic violence, substance abuse, unwanted pregnancies, divorce, and suicide. By helping **Elevate Work** students discover and experience the dignity of work, **Elevate Work** brings hope to the hopeless and helps break these destructive behavioral cycles caused by perpetual unemployment.

## ELEVATE WORK LEBANON

- Classes meet every Tuesday and Thursday night from 6:00 P.M. to 8:00 P.M. at our **Elevate Lebanon** location. Dinner is served at 5:00 P.M.
- Each class is 9 weeks for a total of 18 sessions.
- Community members are encouraged to participate in **Elevate Work**.



## ABOUT ELEVATE LEBANON

**Elevate Lebanon** is a faith-based, non-profit organization dedicated to serving our community by providing a variety of outreach and support services to those who are struggling. Collaboration with other organizations, assures the most important and urgent needs are met, without duplication of services. Reaching out with nutritional meals, access to health care, job skills training and fellowship opportunities, restores the faith, hope and dignity necessary for lasting change. With this help, families can lift themselves out of poverty, becoming confident and contributing members of the community. **Elevate Lebanon** transforms lives, helps families thrive, and improves the community for generations to come.

### **For More Information:**

Contact us at 417.501.4637 or email [Pam.Weaver@ElevateLebanon.org](mailto:Pam.Weaver@ElevateLebanon.org)

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Here are some principles we at **Elevate Work** and **Elevate Lebanon** follow so as not to be a “hand out”, but rather a “hand up.” Please make yourself familiar with them, and consider ways you can adopt them into your giving and mentorship.

### **The “Dependency” Progression:**

- Give once and you elicit appreciation
- Give twice and you create anticipation
- Give three times and you create expectation
- Give four times and it becomes entitlement
- Give five times and you establish dependency

### **Before You Give:**

- Never do for the poor what they have, or could have, the capacity to do for themselves
- Limit one-way giving to emergency situations
- Strive to empower the poor through employment
- Listen closely to those you seek to help, especially to what is not being said
- Above all else, do no harm

*\*Adapted from the book “Toxic Charity” by Bob Lupton*



# ELEVATE WORK TRAINING

## INTRODUCTION

Welcome,

We are excited to have you participate as a mentor in **Elevate Work**.

**Elevate Work** provides unique job readiness training and a support strategy that empowers students to be successful at work and at life.

Through **Elevate Work** training, your service, compassion, time, and commitment to excellence will play an integral part in God's work. Lives will be transformed through meaningful, mutually respectful relationships, the application of Biblical principles, and the acquisition of practical work readiness skills.

Remember that meaningful relationships are built more by what we do rather than what we say. Therefore, in all that you do, model what you teach and extend the love of Jesus to our neighbors. Below are some guidelines to make your experience easier and effective for both you and your student:

- Serve as an encourager, showing a warm, caring and accepting spirit
- Build relationships based on respect, understanding, dignity and trust
- Demonstrate leadership bathed in humility and accountability
- Season everything with prayer and grace
- Acknowledge your own brokenness and need for the saving grace of Jesus

We trust this will be an extraordinary time for you personally as you permit God to work through you to provide hope to those seeking productive employment and a meaningful life.

# OVERVIEW

Each student will receive a personal copy of the **Elevate Work** Student Workbook (distributed in Class 4). Explain to the students that they will need their workbooks in each class to complete their assignments.

Student Workbooks contain key lesson points, reading assignments and interactive life-application activities designed to reinforce and apply learning. Student-centered, interactive learning is designed to be experienced throughout the training course through a variety of applications that include:

- Communication Exercises
- Lesson Presentations
- Class Discussions
- Small Group Discussions
- Role-Plays and Workplace Scenarios
- Career Assessments
- One-on-one mentoring
- Ongoing Projects, Including Road Maps, Résumés, and 60-Second Commercial
- Individual and Class Reflection Exercises
- Required Tasks (to be completed outside of class)

These learning methods are woven throughout the **Elevate Work** training course to engage adult students in an environment that will help them learn key knowledge, principles and skills while promoting a community of support and accountability. Maximizing the active participation of each student will make the experience more enjoyable for everyone and will ensure an environment for students to be successful.

**Elevate Work** training is also delivered through guest speakers, invited from local businesses and community service organizations, who volunteer to participate in class presentations through an employer roundtable (Class 7), interview questions/60 second commercial (Class 11) and mock interviews (Class 15). This involvement in **Elevate Work** training provides **Elevate Work** students: (1) direct contact with employers, (2) possible job opportunities and (3) valuable insight from an employer's perspective, (4) as well as access to available community resources that may assist **Elevate Work** students in reaching their employment goals.

Here are some useful tips for Adult Learning that we have found essential for success:

## Notes on Adult Learning

**Elevate Work** training is designed to engage students as respected adult learners by following established Adult Learning Principles that include:

- Encouraging students to share their knowledge and experiences and including activities that utilize their expertise.
- Integrating self-reflective and problem-solving activities.
- Providing multiple ways for participants to learn material.
- Creating a participatory learning environment with a diversity of activities.
- Relating the content and skills to the student's real life challenges and every day experiences.
- Following a realistic time schedule.
- Avoiding criticism and acknowledging all students contributions.
- Creating a safe environment by providing positive feedback and showing respect to all students.
- Respecting all differences and encouraging students to respect one another's differences.

## Applying Lessons Learned

While learning key life principles from four Biblical role models, the course also provides opportunities for students to apply what they have learned so that they can better prepare for the workplace and for life. Through **Elevate Work** training, students will:

- Understand God's design for work and the unique skills and abilities they have been given.
- Understand the value and impact of positive character in the workplace.
- Discover their gifts, talents and abilities.
- Develop clear job and career objectives.
- Create a realistic and achievable Road Map for their journey.
- Practice targeted interview questions.
- Learn effective communication, conflict resolution, and job sustainability skills.
- Be able to communicate their "Tell Me About Yourself" 60-Second Commercial.
- Acquire effective job search skills.
- Create a practical résumé.
- Be introduced to available community service resources.
- Be introduced to employers and learn from them how to retain a job through effective "employer satisfaction".
- Understand the value of employee evaluations and ways to advance in a career.
- Form meaningful relationships with you the mentor and an ongoing community of support.

By the conclusion of the class, the students will have all of the necessary tools to find and retain meaningful employment AND engage on a journey that will lead them to a productive life.

Remember, the curriculum is only one key element of **Elevate Work**. Community building, which focuses on building relationships, is another.

## Required Tasks

To graduate from **Elevate Work** training, students are assigned “Required Tasks” and are required to complete all lessons in the curriculum, which includes in-class assignments and take-home Required Tasks. Each **Elevate Work** lesson has an assigned Task designed to enhance the application of learned principles and skills. Required Tasks will be handed out at the end of each class. Required Tasks are of great value, so we must keep them positive and job-focused by reminding students that all jobs have required tasks that must be fulfilled by employees.

Remember for many **Elevate Work** students, homework may have been a challenge in school and may be viewed as a roadblock. Help students understand the value of completing each assignment. Encourage them to make the necessary time to do their self-study work. Recognize students for their work - give them reason to be proud of what they have completed. Remind students that Required Tasks will be regularly reviewed to ensure that they are grasping the lesson concepts and to document their work toward **Elevate Work** graduation.

We recommend that mentors be actively involved on a regular basis to:

- Assist his/her student with Required Tasks as needed.
- Review each assignment with the student to ensure proper completion.
- Verify that the student has understood what is taught.
- Help the student stay on track toward the **Elevate Work** graduation.

Whether reviewed in class or out of class, Required Task review should be taken seriously and receive priority from **Elevate Work** leadership for the following reasons:

1. Assignment completion is required to graduate.
2. If the Required Task is not reviewed, students will have less incentive to complete it.
3. Students who take the time to complete their assignments are serious about **Elevate Work**. They will expect and appreciate “just in time” acknowledgement and review feedback that will help them grow.
4. Assignment review will help instill at least three critical job related character traits: 1) being responsible, 2) being accountable for our work and 3) being serious about our commitments.
5. Review time will provide quality time for the student to connect with his/her mentor.



## Elevate Work Graduation Requirements:

**Elevate Work** Students will be required to:

- Complete all class and Required Tasks.
- Complete a Road Map, 60-Second Commercial and Résumé.
- Miss no more than two (2) classes.
- Make up any class missed prior to graduation by completing the lesson and demonstrating knowledge of the material.
- Embody the principles taught at **Elevate Work** (would we be confident recommending this student as a personal reference or would we be confident recommending this student to represent **Elevate Lebanon** and **Elevate Work** to a Business Partner).

If ALL requirements are met, the student is eligible to graduate with an official **Elevate Work** Certificate of Completion.

## Student Employed Prior To Graduation

If a student gets a job before **Elevate Work** training is completed – CELEBRATE! Encourage the student to complete the training if possible to reinforce principles and skills that will help him or her retain the job, as well as help build patterns and relationships for a healthy life in general. If completing the course is not possible, wish the student well and offer ongoing support and encouragement as he/she begins this new journey. Make every effort to stay connected—the power of sustained transformation and change comes through ongoing supporting relationships. Remember, you model what will be expected by the student in the workplace.

## Interactive Teaching And Learning

- Encourage students to participate and to be respectful to one another's input.
- Rather than force participation, gently nudge students toward a point of discovery and growth, allowing them to reach a conclusion on their own once ready.
- Be an active listener. Listen intently. Affirm the importance of what someone has shared.
- Encourage and lead students in sharing their insights about what they have learned and in applying the content to their own life. Be willing to learn from them.

## Relationship Building And Rapport

- Remember that trust and respect have to be earned—and they have to be given before they are earned.
- Be genuine.
- Set boundaries early on. Do not give students money or do for them what they can do for themselves.
- Greet each student by first name and spend time during breaks and before/after class to engage in conversation.
- Be open and willing to share your own feelings, mistakes and responses.
- Be sensitive to the students' particular needs.

Thank you for taking the time to read this manual. These are a few suggestions we have found to be successful and create an excellent experience for both you and your student. Thank you for being willing to invest in someone, for being part of the change and truly making a difference in someone else's life. Mentorship is the secret ingredient to what makes **Elevate Work** so successful. What starts here, will change the world.

**God Bless – Your **Elevate Work** Support Team**