

SELF ESTEEM BOSTON EDUCATIONAL INSTITUTE, INC.



Direct Service Professional Development & Continuing Education

PROGRAM CATALOGUE



EDUCATIONAL INSTITUTE

Self Esteem... the Foundation for Success

www.selfesteemboston.com 617-983-1111

SKILLS FOR SUCCESS

PROGRAM OVERVIEW



"This program has been a great help to me in my professional development. Not only have I had the chance to explore the topics of self-esteem, adult learning and facilitation. I have also had the opportunity to learn in a community of other caring social service professionals. I found the experience to be enjoyable and educational and I am walking away with a new tool to help myself and my clients."

Mary Elizabeth Quinn, Casa Myrna Vazquez, Boston

SELF ESTEEM BOSTON EDUCATIONAL INSTITUTE

has traditionally provided essential skills-based self-esteem education to high-risk, underserved people and the professionals who serve them.

BY PRACTICING SELF-ESTEEM PRINCIPLES, our participants learn how to make healthy life choices, gain confidence to meet challenges, and become economically independent.

OUR EDUCATIONAL INSTITUTE HAS SERVED thousands of clients and service providers. It is the only organization of its kind in Massachusetts dedicated to delivering self-esteem educational programs as the foundation for changing people's lives.



Our exciting Skills for Success Program is based on the latest research on self-esteem development. The information in each unit is pivotal to the development of self-respect and self-efficacy, the two main characteristics of people with high self-esteem.

The Skills for Success Program consists of the following units:

- *Self-Awareness*
- *Self-Esteem*
- *Managing Stress*
- *Motivation*
- *Decision-Making*
- *Goal Setting*
- *Communication*
- *Relationship Dynamics*
- *Conflict Resolution*

Each unit contains four or five modules.

The teaching staff at Self Esteem Boston uses a self-esteem based approach to training which encourages self-discovery. Our interactive workshops combine exciting presentations by our expert staff with experiential activities and discussion to engage workshop participants in cooperative learning. By creating an atmosphere of acceptance and trust, ideas are shared freely and new knowledge is more easily assimilated. Relaxation, variety and fun combine to create the high interest level necessary for optimal retention and positive change.

All of our programs are based on the idea that self-esteem influences all aspects of our lives. How we think about ourselves determines how we think about others. If we are able to acknowledge our inherent self-worth and hold firm in the belief that we are capable of learning, changing, and growing, then we can live more peacefully and more cooperatively. The Skills for Success Program provides participants with the tools and skills necessary for the attainment of a happy, peaceful and productive life.

EVERYONE CAN DEVELOP SKILLS FOR SUCCESS

An invitation to participate in an innovative program which improves lives and work environments through practical changes and skills building

Educators, parents, business and government leaders agree that we need to help individuals develop healthy or high self-esteem. What does that mean? Tolerance and respect for others, responsibility for one's actions, integrity, pride in accomplishments, self-motivation, a willingness to take responsible risks, the capability of handling criticism, responding to challenges and setting worthwhile and demanding goals, as well as becoming trusting, confident and respectful of one's decisions, abilities and self-worth.

Self-esteem is developed through an internal, educational approach, using interactive exercises, which ultimately helps us succeed at work and in life. At Self Esteem Boston Educational Institute, our mission and focus is to build self-esteem through diverse direct client service programs serving homeless and domestic violence shelters, pre-release prison groups, substance abuse treatment and recovery residences as well as other at-risk groups facing critical needs.

FOR DIRECT SERVICE CLIENTS

Self Esteem Boston's "Skills For Success" program is an intervention designed to:

- 1) *help people navigate life's challenges and instill a sense of their own competency and self-worth ; and*
- 2) *help people affirm their right to success and happiness.*

We deliver short-term or long-term programming for women, men and veterans in transitional programs, educational programs, workforce development programs, housing developments and other community service venues.

PROFESSIONAL DEVELOPMENT FOR STAFF

Self Esteem Boston also provides programming for the staff of government, non-profit and for-profit organizations including, but not limited to, parent organizations, child care organizations and Head Start programs, skills training and employment programs, human service agencies, shelters and transitional programs and educational programs. We offer special program rates for non-profit organizations. Choose from a variety of venues for your staff development program. Programs can be delivered on-site at your facility, off-site, or as part of our retreat program on the Charles River.

When you purchase these important Skills For Success programs for your staff, you also give back to the community. Your dollars will subsidize the cost of delivering self-esteem educational programs for homeless women in the Boston area.

Skills for Building Confidence

SELF-AWARENESS UNIT

The ability to understand yourself and make improvements in your life begins with self-awareness. The participant will gain knowledge of limiting thoughts and self-defeating behaviors and will learn esteem-building skills to gain confidence in responding to every day challenges.

SA-01: Self-Concept Assessment

How you see yourself, consciously and subconsciously, affects your life. Learn the meaning of self-concept and how to assess it. Learn about the feelings and opinions of others through group interaction. Discover techniques to develop and improve self-concept.

SA-02: From Awareness to Positive Change

We are often unaware of the impact of how we think, feel, and act. Identify limiting thoughts, negative feelings, and unskillful behaviors. Discover how negative attitudes affect your life. Learn compassion and self-acceptance while working to change.

SA-03: Response Power

Although some situations in life are not in our control, we can choose our response to them and influence the outcome. Discover a technique to learn from the past. Understand the power of responses to events. Learn how healthy responses can increase self-esteem.

SA-04: Expressing Anger

When your anger gets out of control, you often regret the decisions you make and actions you take in the heat of the moment. Learn guidelines for managing anger and conflict. Discuss how to express anger appropriately. Identify areas for improving anger management skills. Learn how to build your self-esteem with effective anger management skills.

SA-05: Transforming Fear

Which fears hold you back in life? How can fears be understood and dealt with? Gain awareness of fears and how to cope with them in healthy ways. Learn to see fear as a natural emotion. Learn how unhealthy fears can affect self-esteem.

SELF-ESTEEM UNIT

Self-esteem is the foundation of a successful and happy life. The participant will learn the meaning of self-esteem and acquire skills for personal growth and self-improvement.

SE-01: Self-Esteem Assessment

Self-esteem means feeling worthy and being capable to cope with challenges in life. Understand the true meaning of self-esteem. Assess self-esteem skills. Learn about the feelings and opinions of others through group interaction. Find ways to improve self-esteem.

SE-02: Affirmation Guidelines

You are what you think. Affirmations are a powerful tool for building self-esteem. Learn about the meaning and use of affirmations. Practice creating individualized affirmations. Identify areas for growth and learn how to use affirmations for positive change.

SE-03: Accomplishments

You can raise your self-esteem by recognizing and valuing your accomplishments. Identify personal achievements and attitudes towards them. Discover the feelings and opinions of others through group interaction. Learn how perception of accomplishments affects self-esteem.

SE-04: Purpose in Life

What fulfills you and gives your life meaning? Learn an introspective process of self-discovery. Focus on positive self-descriptions. Apply new understanding of life's purpose to set future goals.

SE-05: Career Skills

The challenges of an ever-changing job market include learning new skills, changing careers, reentering the work force, finding and keeping a job. Identify professional strengths, talents, and interests. Build confidence by developing accurate self-descriptions and sharing with others. Expand thinking about employment possibilities.



MANAGING STRESS UNIT

Stress can be a major obstacle to achieving what you want. By learning to manage the challenges of life more effectively, you greatly improve your chances for success. The participant will learn stress reduction techniques and develop new strategies for coping with stressful situations.

MS-01: Techniques for Relaxation

Relaxation is an essential ingredient for health and well-being, and it creates more enjoyment of the simple pleasures in life. Practice relaxation techniques to cope with stress. Identify areas of stress in the body and the mind. Learn how relaxation techniques lead to health, well-being, and increased self-esteem.

MS-02: Priorities

What is most important to you and what are you doing to get it? Review personal priorities. Reflect on priorities in different aspects of life. Identify the first steps to accomplishing desires in life. Understand the relationship between setting priorities and increasing self-esteem.

MS-03: Balance in Life

In today's rapidly paced society, there are many challenges around juggling careers, home, and family. Assess the way time is currently being spent and how it affects stress. Identify a healthier, more peaceful allocation of time for each activity. Learn about the value of balancing time for increasing self-esteem.

MS-04: Health and Well-Being Assessment

The body-mind connection affects our health and self-esteem. Assess personal health and well-being. Learn indicators of health and well-being. Learn about the feelings and opinions of others through group interaction. Build self-esteem by paying attention to personal health and well-being.

MS-05: Attitudes Towards Money

Does money stress you out? What do you really believe about wealth? Identify attitudes and beliefs about money. Develop healthier attitudes about success and money. Discover new ways to set goals to increase abundance. Learn how healthy attitudes about money can increase self-esteem.



Skills for Self-Improvement

DECISION-MAKING UNIT

A major ingredient for success is the clear and logical thought process involved in effective decision-making. The participant will learn effective methods to alleviate anxiety around decision-making and make problem-solving fun.

DM-01: Evaluating Your Alternatives

Making good decisions is about choosing from among alternatives to find the one that fits you best. Learn a technique for assessing alternatives and improving decision-making skills. Gain awareness of the impact of decisions on all aspects of life. Learn how thoughtful decision making can increase self-esteem.

DM-02: A Tool for Decision-Making

Making healthy decisions means balancing your thoughts and emotions, considering all angles of each option. Learn a technique to make better decisions. Increase confidence in decision-making skills. Discover the feelings and opinions of others through group interaction. Build self-esteem by improving decision-making skills.

DM-03: Problem-Solving Skills Assessment

Seeing problems as challenges creates the opportunity to learn and grow. Assess problem-solving skills to identify strengths and weaknesses. Discover ways to improve problem-solving skills. Learn about the feelings and opinions of others through group interaction. Understand how effective problem-solving increases self-trust and self-esteem.

DM-04: Brainstorming

Problem-solving "outside the box" is easier in a relaxed and supportive group. Discover a creative approach to problem solving. Learn guidelines for brainstorming. Learn how healthy attitudes about creative alternatives can increase self-esteem.

DM-05: Creating a Plan of Action

Resolving a problem often means taking concrete steps to make a change. Learn about action plans. Learn how to work with others to clarify issues. Develop a workable solution to a challenging situation. Build confidence by creating and following a plan.

GOAL-SETTING UNIT

A major source of self-esteem is the ability to create and accomplish realistic and desirable goals. The participant will learn the value of using the guidelines of goal-setting to lead to an experience of success.

GS-01: Goal-Setting Skills Assessment

Setting and completing a goal affects our sense of competence and strengthens our self-esteem. Assess skills and attitudes around goal-setting. Identify ways to improve goal-setting skills. Learn about the feelings and opinions of others through group interaction. Understand how achieving goals builds self-esteem.

GS-02: Goal-Setting Guidelines

Some goals we set are unattainable and inevitably lead to failure. Learn guidelines for goal-setting that increases success rates. Build confidence by creating realistic goals. Develop healthy attitudes about success.

GS-03: Goal Contracts

Effective goal-setting includes a few key elements that lead to increased motivation and success. Create a personal contract for an important goal. Break down the goal into achievable steps. Learn the value of rewards for accomplishing a goal. Create an affirmation for success.

GS-04: Identifying and Overcoming Obstacles

Resilience is the ability to overcome obstacles, and is an important part of self-esteem. Increase awareness of obstacles to your goals. Learn how to use visualization to achieve goals. Acknowledge the power of inner strength to overcome obstacles.

GS-05: Keys to Success

What makes some people so successful? What do they know that everyone else does not? Learn about the key components of success. Discover ways to increase success rates and stay motivated. Develop a positive attitude toward success.

MOTIVATION UNIT

Motivation is a key component for maintaining a productive and responsible lifestyle. Participants will learn how to motivate themselves and seek positive reinforcement from available resources.

MO-01: Positive Attitude Assessment

Positive thinking opens you up to opportunities and keeps you motivated to reach your goals. Assess your attitude for strengths and find areas for improvement. Discuss how to develop a more positive attitude. Learn about the feelings and opinions of others through group interaction. Understand how attitude affects motivation and self-esteem.

MO-02: The Path to Your Dreams

Using the imagination to visualize what you want is a way of motivating yourself at a very deep level. Learn how to use creative imagery for personal growth. Discover the mind's power to create a life of happiness. Explore how a sense of self-worth affects your life.

MO-03: Wisdom to Know the Difference

We are more motivated when we stop trying to change things that are out of our control and focus on things in our power. Learn more about the limits of power and control. Focus on the areas in life where change is possible. Gain acceptance of what is outside your control. Build peace of mind and self-esteem by developing acceptance and taking responsibility for life.

MO-04: Guidelines for Self-Motivation

Motivate yourself and get out of the rut. Learn guidelines for self-motivation. Find ways to increase success rates. Build confidence on the road to success. Discover how self-motivation leads to increased self-esteem.

Skills for Responsible Relationships

COMMUNICATION UNIT

An essential ingredient for success in all aspects of life is the ability to communicate effectively and assertively. The participant will learn communication skills and develop ways to use them as a tool for personal success.

CM-01: Communication Guidelines

Your interactions at work and home can improve dramatically when you develop strong communication skills. Discuss communication guidelines and the rewards of effective communication. Identify areas for improving communication skills. Learn how effective communication leads to better self-esteem.

CM-02: Understanding "I" Messages

Express yourself assertively and respectfully, and still say what you want to say. Discover how to express wants and needs appropriately. Learn how to compose a confrontational "I" message. Find out how practicing clear and direct communication raises self-esteem.

CM-03: Assertiveness Skills Assessment

Knowing how to ask for what you need, set a clear boundary, and stand up for yourself while maintaining respect for others are critical life skills. Learn the meaning of assertiveness and how it improves communication. Assess and become aware of assertiveness skills. Focus on improving assertiveness skills. Understand how becoming more assertive builds self-esteem.

CM-04: Listening Skills

How do you show others that you are listening to them? Learn about active listening skills. Practice being attentive and listening in nonjudgmental ways. Identify areas for improving listening skills. Discover how active listening helps resolve conflict, improves relationships, and builds self-esteem.

RELATIONSHIP DYNAMICS UNIT

Learning to develop and maintain positive relationships is a vital skill of the successful individual. The participant will discover how to deal with relationship barriers and will acquire tools for maintaining positive relationships.

RD-01: Bridging Relationship Barriers

Being accepted and included by others is a basic human need. Identify barriers to successful relationships. Develop ways to overcome relationship barriers. Determine how much personal responsibility to take in creating healthy relationships. Interact with others by sharing insights.

RD-02: Support Networks

Who do you turn to in times of need, when you want understanding, encouragement, support, or assistance of any kind? Assess the strengths and gaps in a support network. Identify the first steps toward strengthening support networks. Learn how adequate support can be a safety net for self-esteem.

RD-03: Boundaries Assessment

Clarifying and respecting boundaries can make any relationship stronger. Learn about the value of setting personal and professional boundaries. Assess boundaries and understand how they affect your life. Discover how to build self-esteem by asserting healthy boundaries.

RD-04: Giving and Receiving Feedback

Giving direct feedback can be uncomfortable and receiving criticism is difficult for many people. Learn guidelines for giving helpful and constructive criticism. Learn ways to be less defensive and more open to receiving negative feedback. Identify areas for improvement. Discover how building feedback skills improves relationships and increases self-esteem.

CONFLICT RESOLUTION UNIT

Conflict is inevitable. The intent of each class in this series is to teach techniques that lead to peaceful resolutions in which everybody wins. The participant will learn techniques for coping with everyday conflict and learn to use conflict resolution skills to handle conflict in a positive manner.

CR-01: Conflict Escalators

Conflict can quickly explode from a disagreement to a fight. Identify behaviors that escalate a conflict. Discuss behaviors that decrease tension in a conflict. Learn how healthy behaviors during conflict can increase self-esteem.

CR-02: Conflict Resolution Skills Assessment

Finding your strengths in conflict resolution improves confidence. Knowing your weaknesses allows you to improve your conflict resolution skills and achieve success. Raise awareness of conflict resolution skills. Learn ways to improve conflict resolution skills. Learn about the feelings and opinions of others through group interaction. Understand how to build self-esteem by developing conflict resolution skills.

CR-03: Attitudes Toward Conflict

Negative attitudes and beliefs about conflict can make it hard to reach a win/win outcome. Explore common myths about conflict. Develop healthier attitudes about conflict. Discover alternative ways of dealing with conflict. Learn how healthy attitudes about conflict can increase self-esteem.

CR-04: Handling Challenging Relationships

Even the best relationships have challenges. How can you create harmony and also keep your personal integrity? Explore a relationship challenge through an introspective process. Focus on relationship goals. Clarify how much responsibility to take in resolving relationship problems. Determine a path to more harmonious relationships.



"I had a wonderful and exciting time participating in the program. It opened my eyes to issues that were buried deep inside myself. It has given me some awareness of myself and others. I am looking forward to delivering the information to the population that I serve. Thank you very much for the experience."

Vivienne Daley
Salvation Army

Skills for The Workplace

TEAM-BUILDING UNIT

Participants will learn about their unique contributions to the team, guidelines for team-building, and how to cooperate effectively to achieve group goals.

TB-01: Interactive Skills Assessment

How do you participate in groups? What is your role within the team? Increase awareness of strengths and weaknesses of interactive skills. Discover how to improve interactive skills. Learn about the feelings and opinions of others. Build self-esteem by becoming a stronger team participant.

TB-02: Team-Building Guidelines

Strong teams have a few things in common that help them succeed. Learn guidelines for building an effective team. Find ways to develop the strengths of the team. Discover ways to share responsibility. Practice working together toward common goals.

TB-03: Creative Group Exercise

Any group needs practice to make the most of team-members' skills. Practice working in small teams and develop team strengths. Use team members' unique skills and talents to help the group succeed. Learn more about each colleague's working style.

TB-04: Guidelines for Motivating Others

The most effective motivator knows how to help others help themselves. Learn how to use guidelines for motivating others. Identify appropriate situations for motivating others. Learn how helping others help themselves leads to increased self-esteem.





CHARLES RIVER RETREAT PROGRAMS

Appreciate your staff by planning affordable professional development programs on the relaxing Charles River! Charter an entire retreat program for your group of up to 50 people. Our Charles River Retreats are facilitated by expert trainers and depart from the Cambridgeside Galleria.

Early Childhood Program Standards

Call Self Esteem Boston today at 617-983-1111 and ask about our Skills For Success programs that address Early Childhood Program Standards.

SA-02 Awareness to Positive Change

- The focus is to help children to feel positive about themselves

SA-03 Response Power

- Addresses staff-staff and staff-parent challenges, and for helping children understand consequences

SE-01 Self-Esteem Assessment

- The focus is on how teachers can encourage self-esteem in the children

SE-02 Affirmation Guidelines

- The focus is on using affirmations with children

DM-04 Brainstorming

DM-05 Creating a Plan of Action

- Both for staff to brainstorm and generate plans of action, and for them to teach children how to think creatively about solving their problems

MS-01 Techniques for Relaxation

MS-04 Health and Wellbeing Assessment

- For staff to address and prevent burnout

CM-01 Communication Guidelines

- The starting point to learn about healthy communication among staff, staff with children, and staff with both children and parents

CM-02 "I" Messages

- Great for staff-staff and staff-parent use

CM-04 Listening Skills

- Great for all interactions, especially with parents and children

RD-01 Relationship Barriers

- Great for staff-staff and staff-parent issues

RD-03 Boundaries

RD-04 Giving and Receiving Feedback

- Great for staff-staff and staff-parent interactions

CR-01 Conflict Escalators

CR-02 Conflict Resolution Skills Assessment

CR-03 Attitudes Toward Conflict

CR-04 Handling Challenging Relationships

- Great for staff-staff and staff-parent conflicts



“Personal Growth and Professional Development in a nurturing environment - being both challenged and supported. Couldn’t ask for more in a training experience.”

Ann Dextrose, LICSW DCSW
Director, RCC, Independence House, Hyannis

Skills for Success PROGRAMS

CONTINUING EDUCATION

Build the Skills of Group Leaders and Direct Care Workers

Provide Self-esteem- based Life Skills Education to Your Agency's Service Population.

In order for your clients to transition successfully to social and economic self-sufficiency and a more positive lifestyle, they must develop new skills that build their competence and self-worth, and sense of responsibility toward themselves and others.

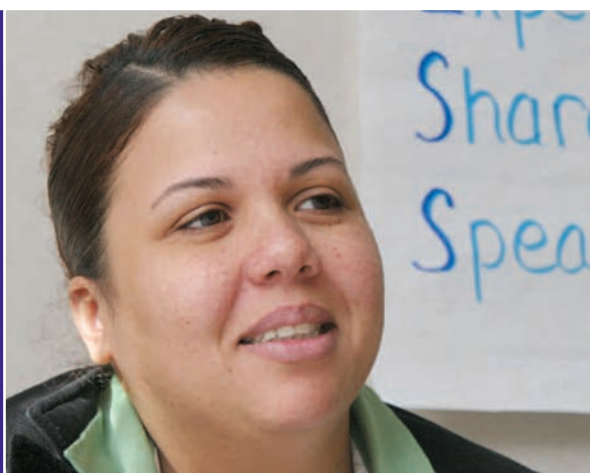


"The Facilitator Qualification Program is run by sharp savvy women who through a perfect blend of seriousness and humor guided us through what self esteem really means (not just the catch phrase) and how it can be augmented in subtle yet powerful ways not only in one's own life but also in the lives of our clients. who need it so desperately. It turned out to be an incredibly valuable use of my time."

Sally Locke, RN Case Manager,
Barbara McInnis House, Health Care for the Homeless

Build Capacity for Your Organization

Make the investment today to build your staff's capacity to deliver self-esteem educational programs to your clients and enhance program outcomes.



OUR CURRENT PROGRAMS INCLUDE:

SEPP-01: Self-Esteem Principles and Practices for Direct Care Workers

PROGRAM OUTCOMES

Participants will:

- Discover the true meaning and impact of self-esteem.
- Identify the two interwoven components of self-esteem: competence and worthiness.
- Explore ways to use the six elements of self-esteem: awareness, acceptance, accountability, assertiveness, intention, integrity.

Who should take this training?

- Program Directors
- Counselors
- Case Managers
- Violence Prevention Workers
- Human service professionals
- Child care workers
- Drug & Alcohol Prevention Workers
- Parents

FQP-1: Skills for Success Facilitator Qualification Program for Group Leaders

The Skills For Success Facilitator Qualification Program is a four-day intensive training program on how to run effective groups using the self-esteem philosophy, and adult learning principles. This Level 1 Program uses the Skills For Building Confidence Curriculum designed around the unit topics of self-esteem, self-awareness, and managing stress. Participants will practice facilitative training skills and will be evaluated through classroom experience and written examinations.

PROGRAM OUTCOMES

Upon program completion, participants will be able to facilitate groups using Self-Esteem Boston's training philosophy and methods including:

- Identify the principles and practices of self-esteem
- Identify how adults learn best
- Acquire skills in facilitative training
- Deliver training using Self-Esteem Boston's Skills for Success curriculum
- Attain continuing education units (CEUs) for professionals

CRITERIA FOR SUCCESS

Participants will need to fulfill these requirements:

- Successful completion of written examinations
- Successful completion of practicums
- Videotape feedback session to assess facilitative skills

**FQP-2: Coaching Clients
to Move Forward:
Why Self-Esteem Matters**
(Prerequisite: FQP Level 1)

This one-day, intensive program will advance and deepen the knowledge of FQP Level 1 graduates by applying the six elements of self-esteem to their work with clients. Coaching approaches will be introduced to build skills in one-to-one as well as group work with clients.

PROGRAM OUTCOMES

Participants will:

- Explore the six elements of self-esteem in depth
- Participate in activities for each element to build skills in working with self-esteem issues that clients face
- Learn and apply coaching approaches to help clients move through fears, overcome obstacles, and enhance their well-being
- Participate in selected activities focused on decision-making, goal-setting, and motivation to understand the link between these areas and elements of self-esteem.

FQP-3: Advanced Facilitation Skills
(Prerequisite: FQP-1 & FQP-2)

This one-day, intensive program will advance and deepen participants' knowledge of and skills in facilitating groups, to help group leaders trained in the Facilitator Qualification Program (FQP) to stay on track, meet clients' personal goals, and meet programmatic goals. The program will discuss how to create and maintain a motivating learning environment where everyone feels welcome and is able to participate. Managing group dynamics and handling conflict situations will be addressed through the use of assertiveness techniques and boundary setting. The content and activities also provide opportunities to delve more fully into Self Esteem Boston's six elements of self-esteem through an introduction to selected curriculum modules on Relationship Dynamics, Communication, and Conflict Resolution.

FQP-4: Curriculum Adaptation
(Prerequisite: FQP-1)

This half-day program will focus on instructional design and deepening adult learning principles and learning styles to adapt Self Esteem Boston's Skills For Success curriculum modules to specific client populations, such as adolescents, recovery, or domestic violence. This workshop will provide tools to FQP qualified group leaders who do not see clients on a consistent basis, and who need to tailor a one-time or short program series to a specific group of clients.





CALL SELF ESTEEM BOSTON

TODAY

to learn about our
program offerings

617-983-1111

empowermail@selfesteeemboston.com