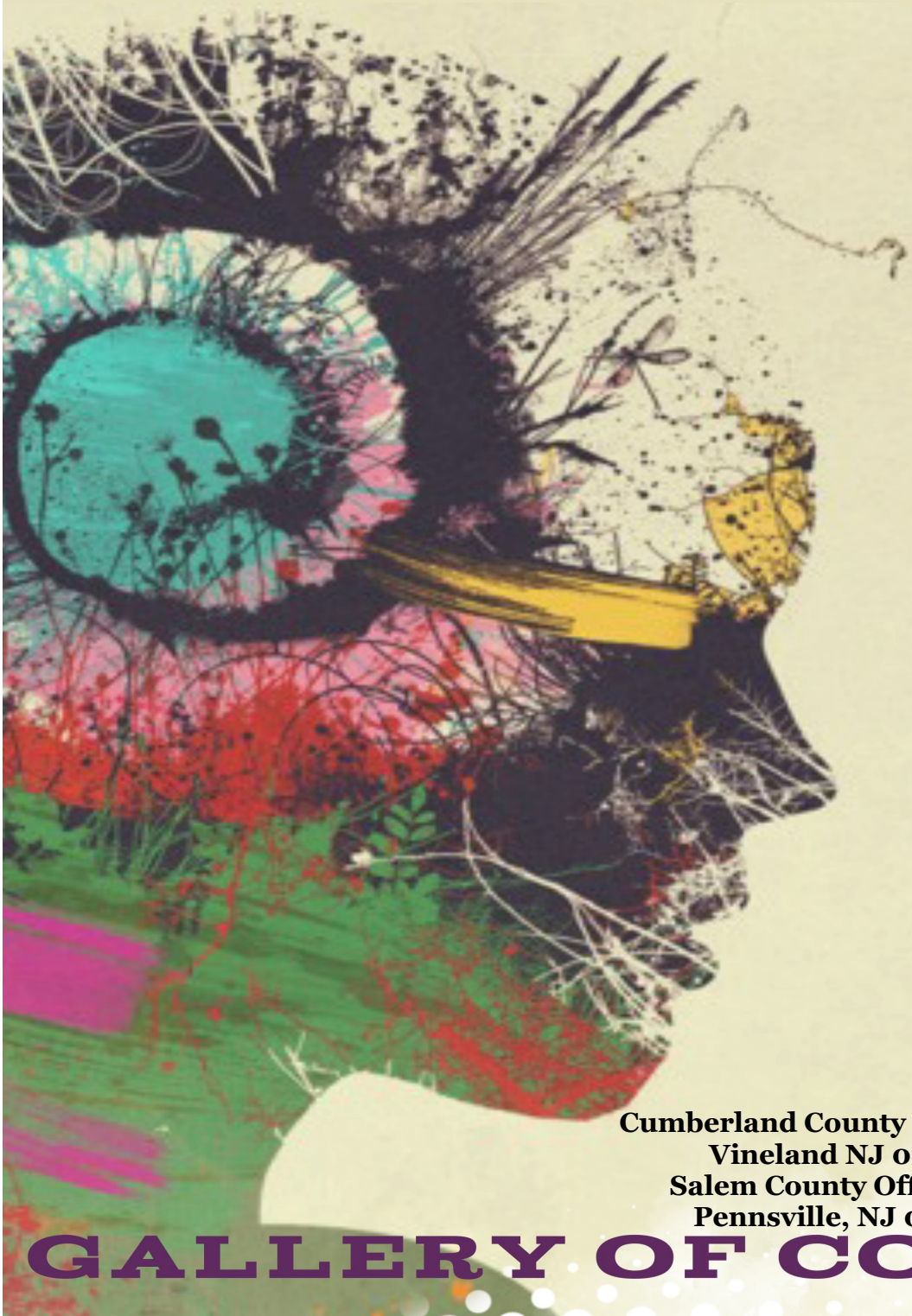


# RESOURCES FOR INDEPENDENT LIVING

## LEARNING STUDIO



Cumberland County Office: 614 E. Landis Avenue  
Vineland NJ 08032 - (856) 825-0255  
Salem County Office: 193 North Broadway  
Pennsville, NJ 08070 - (856) 678-9400

## GALLERY OF COURSES

## **The Learning Studio's Gallery of Courses are approved services through the NJ Division of Developmental Disabilities Supports Program.**

Welcome to the Learning Studio! Our curriculum, which has been refined over the past 20 years, offers individuals a place to engage in customized learning. Let us assist you in designing your future! We believe in transformational learning, meaning every aspect of our training must impact each and every learner in an individualized and meaningful way.

### ***Who We Are***

A Center for Independent Living (CIL) is a consumer controlled, community based, cross disability, nonresidential, private nonprofit agency that is designed and operated within a local community by individuals with disabilities. Independent living services maximize the ability to live independently in the environment of their own choosing. There are eleven Centers for Independent Living in New Jersey that covers all 21 counties. There are over 500 CIL's across the country. We offer five federally mandated core services including: Information and Referral, Advocacy, Independent Living Skills, Peer Counseling, and Transition. 51% of our staff and our boards must be comprised of people with disabilities. We are a member based organizations with strong ties to our communities.

### ***How our Process Works***

Each individual interested in participating in our programs receive a comprehensive assessment by our trained staff. We will complete an intake and develop goals with you that you want to accomplish. We will then develop your map to success and guide you along your journey to painting your new future! Each class offered is typically an hour and a half in length to maximize learning outcomes. Duration of classes varies and is subject to availability. Some courses may require additional supply costs.

### ***Course Fees***

Courses are approved by NJ Division of Developmental Disabilities under the Supports Program and its requisite fee structure. Some courses are also approved under NJ Division of Vocational Rehabilitation Services (NJDVRS), the NJ Commission for the Blind and Visually Impaired (NJCBVI) and the NJ Traumatic Brain Injury Fund (TBI Fund). All services must be pre-authorized prior to provision of services with the exception of private pay.

### ***Program Key***

Pre-Vocational Training: Page 3-5

Career Planning: 6

Training Programs: 7

Life Skills Classes: Pages 8-9

Health, Wellness and Social Classes: 10-12

**Call us today!**  
**Cumberland County Office: (856) 825-0255**

Service Description and Fee Schedule are confidential. Program design, course descriptions and program format is the property of the Centers for Independent Living in New Jersey. © 2013 New Jersey Association of Center for Independent Living, Inc. All rights reserved. No further use, copying dissemination, distribution or publication is permitted without the express written consent of the New Jersey Association of Centers for Independent Living.

# ***Employment Based Classes***

## ***Pre-Vocational Training***

Services that provide learning and work experiences where the individual can develop general non-job-task-specific strengths and skills that contribute to employability. These classes can be delivered in an individual or group based setting (5-8 individuals).

### **EMP - 101 Pre-Employment Instructional Support**

In this course, individuals will look at their own disability and how it impacts them on a day to day basis. This session will explore how to identify work settings that are best suited to individual's unique abilities. Individuals will learn what type of work environment will assist them in achieving optimal success. An assessment will determine the strengths and paths to follow thereafter.

### **EMP - 102 Rights and Responsibilities of the Employee and the Employer: Title I of the ADA**

This course provides an overview of the rights and responsibilities of an employee and employer under Title 1 of the Americans with Disabilities Act. Topics will include: who is covered under the ADA; essential functions of jobs; qualifications of a job; myths about the ADA; protections when applying for a job, interviewing, when offered a job, and when on the job; and an overview of reasonable accommodations. Participants will be given sources of information about Title I of the Americans with Disabilities Act.

### **EMP - 103 Keys to Obtaining & Retaining Jobs and Enriching Quality of Adult Life**

These sessions focus on social skills and work place etiquette. Components include: effective communication, anger management, developing listening skills, work place conduct, building relationships, working as a team and asking for assistance/requesting accommodations.

### **EMP - 104 Working Well with a Disability**

Research shows that participation in health promotion and wellness programs improve the average person's quality of life and overall health, reduces medical care costs, and lowers mortality rates. This peer-facilitated and consumer-directed workshop takes participants on a journey of empowerment through peer support, goal setting and problem solving. Working Well helps participants develop goals for meaningful activities that are linked to the development of a healthy lifestyle and emphasizes maintaining a balanced lifestyle to support employment.

**Call us today!**

**Cumberland County Office: (856) 825-0255**

**Salem County Office: (856) 678-9400**

## ***Pre-Vocational Training***

### **EMP - 105 Basic Skills for the Community and the Workplace**

A large part of being successful in the community or in the workplace is being able to present yourself well visually, verbally, and physically. Effective communication skills include active listening, verbal communication asking appropriate questions, non-verbal communication skills, paraphrasing and summarizing. We will teach active listening skills to help strengthen how individuals can gain a better foundation from peers and their employer.

### **EMP - 106 Basic Consumer Math**

This course is designed to develop basic arithmetic skills that are required for employment and independent living. We will instruct individuals on how to make and give change, identifying coins and money, adding, subtracting, calculator skills, telling time, sequencing and patterning.

### **EMP-107 Advanced Consumer Math**

This course will be a building block class from Basic Consumer Math. We will focus on measurements, multiplication, and division. We will build upon previously learned calculator skills.

### **EMP - 108 Beginner Reading**

Do you need to brush up on your basic reading skills or need to build your skills? Then this is the class for you! We will work with individuals on basic reading skills includes phonemic awareness, sight and word recognition, phonics, and word analysis. We will practice reading fluency, facilitate reading comprehension to sharpen your ability to understand the written text.

### **EMP-109 Advanced Reading**

This course will be a building block on our beginning reading class. We will further develop reading skills and build upon those skills gained to be able to start reading chapter books.

### **EMP-110 Beginner Writing**

The goal of this class is to help expand an individuals vocabulary, increase their ability to form solid sentence structure and improve basic grammar skills and develop a firm foundation for writing for everyday life. This class works well with our beginner reading class as these skills go hand in hand.

### **EMP-111 Advanced Writing**

This course will expand upon skills learned during the beginner writing class. Individuals will begin writing paragraphs and will begin to journal and put together short stories.

## ***Pre-Vocational Training***

### **EMP-112 Understanding Your Paycheck, Your Benefits, and Managing Your Money**

Sessions will review the most common benefits an individual should consider as they are deciding to accept a position. Components will include: understanding your paycheck withholdings, health insurance and other insurance options (dental, vision, wellness), vacation and sick time, and life insurance. Sessions will cover an overview of financial management: maintaining a checking and savings account and budgeting within your means.

### **EMP-113 Assistive Technology: Tools to Employment**

Assistive Technology (AT) is technology used by individuals with disabilities in order to perform functions that might otherwise be difficult or impossible. Sessions will focus on the following components: mobility devices, augmentative communication devices, other durable medical equipment, orthotics and prosthetics, accessibility adaptations in the workplace, equipment and technology for the individual's job or employment goal.

### **EMP-114 Employment Job Club**

This service is a workshop style resource in which participants will be provided with an effective way to meet others and network to find employment leads and useful information about work in their area. Participants will work together to search for new jobs, maintain their current employment and grow in their current positions. Each session will cover a different topic within employment seeking and retention.

### **EMP-115 Conflict Resolution in the Workplace**

Sessions will teach participants why conflict resolution matters in the workplace. Components include: identifying causes of conflict in the workplace and steps to prevent conflict before it arises, recognizing the effects of conflict in the workplace, effective communication to avoid conflict in the workplace, steps for constructive conflict resolution, how to manage recurring conflict resolution.

### **EMP-116 Time Management and Organization in the Workplace**

Organizational services bring order to everything from office filing systems and medical records to budgets. They help individuals gain more control over time and space, reduce stress, and increase productivity by providing information and ideas, structure, and comprehensive organizational systems. Sessions will provide an overview of basic time management and organizational tools for participants to utilize at work. Components will include: benefits of time management and organization, arriving to work on time and returning to work on time after break or lunch, assessing an individual's preferred method of organizational tools and developing a strategy to incorporate those tools on the job.

## ***Career Planning***

### **EMP - 201 Employment Readiness Instructional Support**

This course focuses on creating a variety of individualized tools that are essential in the process of applying for and accepting employment opportunities. Components include: career options, conducting a job search, building a resume, on-line applications, interviewing skills, travel training and work incentives.

### **EMP - 202 Steps in Vocational Planning**

These sessions will review the steps in vocational planning for an individual. Participants will gather information about themselves (self-assessment), explore the options available to them based on their interests, match their options with their self-assessment, explore alternatives, and develop an action plan to reach their employment goal.

### **EMP - 203 How to do What You Want To Do**

Based on an individual's identified career interest these sessions will focus on an overview of the essential job functions and provide details about what to expect on a typical work day. We will work with individuals on communication and skills building.

### **EMP - 204 How to Maintain Employment**

Sessions will provide skills needed to maintain employment. Critical topics will include: clear communication, personal branding, flexibility, productivity improvement and natural supports. After participating in these sessions, individuals will be able to: understand the approaches they can use to keep their jobs, describe what could happen if they do not practice these tactics, explain why employers are interested in employees who make an effort to keep their jobs, identify specific goals to build their job-keeping skills.

**Need something you do not see? We will create customized training! We offer other classes not listed and other social and recreational opportunities including support groups!**

**Call us today!**

**Cumberland County Office: (856) 825-0255**

**Salem County Office: (856) 678-9400**

## ***Training Programs***

### **Are you looking for an alternative or a day program?**

Do you want to learn hands on skills? We have several different programs from dog walking and grooming to retail, sewing and crafting and online marketing and website building! All proceeds from this programming will 100% go back into services and programming!

#### **EMP-300 Bark Boutique**

Do you want to learn how to work in retail? We will work with you on cash register skills, packaging, bottling, creating displays, stocking shelves, and learning to use the cash register. We will be working on customer service skills and working with a team of individuals. The Bark Boutique will work on scheduling appointments for dog walking, training and grooming.

#### **EMP-301 Dog Training**

Do you love dogs? Would you like to learn how to train dogs with basic commands? Through this segment of the program we will be working with area animal shelters to help train dogs so that they are more adoptable. We will help teach them basic skills like: sit, stay, come, lay down and how to walk on a leash.

#### **EMP-302 Dog Walking and Bathing** (dog bathing available only in Pennsville location)

This program will work with providing dog walking for individuals. Dog walks will be scheduled by the Bark Boutique. This is great way to keep in shape and to learn a new skill. This program will work in conjunction with the dog training program to teach proper walking techniques. We have a fully accessible dog grooming tub to bathe dogs. We will teach individuals to groom dogs or also assist customers with self grooming if they prefer with their dog.

#### **EMP-303 Baking, Making and Bubbles oh my!**

Is working with dogs directly not your thing? That's O.K. we have plenty of other programs that you can participate in! Would you like to make dog treats? What about creating shampoos and products for animals? How about creating leashes, collars and dog clothes? All of our products will be sold in our Bark Boutique and online. The shampoos will be utilized in our bathing center.

#### **EMP-304 Online store and photography**

Would you like to learn how to run an online store and learn how to maintain it? How about taking photographs for retail and online exposure? This is mainly computer based training. We will provide the computer and the camera needed to take pic-

## ***Life Skills Training***

### **LST - 101 Independence 101**

Do you have goals for becoming more independent? This specific curriculum includes topics such as: goal planning (short and long term), functional communication skills, manners, decision making, and self-advocating your wants and needs.

### **LST - 102 Independence 102**

Building upon what you have learned in Independence 101, this class will cover: living options like where do you want to live and how do you want to live, transportation options, where do you go for resources and assistance setting up a house/apartment (i.e. turning on utilities, paying bills).

*Pre-requisite Independence 101*

### **LST - 103 Real Life**

Participants learn to consider, explore, and discuss various options to difficult, real-life situations presented to them on a daily basis. Topics include: cheating, bullies, dating, parental expectations, siblings, personal responsibilities, recognizing social influences, social media. drinking, smoking, drug use, and personal likes and dislikes.

### **LST - 104 Self Advocacy**

Learn how to facilitate and participate in a group, public speaking, voting, and disability awareness. We will provide self-discovery training that will include: abilities, learning style, communication style, and information gathering style.

### **LST - 105 Building Healthy Relationships**

In a sensitive, reassuring way, this program shows individuals that building a healthy lifestyle is within their control. Topics will include: hygiene, privacy, good touching/bad touching, developing healthy relationships, being smart and safe, sexuality, taking care of your healthcare needs, gender identity, dating and understanding forms of abuse. Hygiene and health not only provides youth with the necessary education about taking care of their bodies.

### **LST - 106 Laundry and Cleaning Skills Training**

A clean house is a sign of a happy healthy home. This segment strives to stress the importance of proper care of clothing and a home environment. Topics include: sweeping, mopping, dusting, vacuuming, watering plants, caring for pets, bathroom, bedroom and kitchen cleaning, how to make a bed, laundering by hand, reading tags on clothing, separating colors, using the washer and the dryer, folding laundry, and ironing.

**Call us today!**

**Cumberland County Office: (856) 825-0255**

**Salem County Office: (856) 678-9400**



## ***Life Skills Training***

### **LST - 107 Cooking and Kitchen Safety**

Individuals will prepare meals in our kitchen and will be encouraged to cook for their family at home. Topics will include: cooking/baking, setting a table, proper hand washing when cooking, kitchen safety, setting up to cook with the correct tools, using a timer, use of the stove, learning about measuring, food storage, food handling, use of electrical appliances and safety, proper cooking terminology, menu planning, shopping and reusing leftovers in other meals.

### **LST - 108 Money Matters**

Learning how to make proper fiscal decisions will give the students in the program a good foundation for their adult life. Tutorials on different types of accounts to include: checking, savings, money market, stocks and bonds, mutual funds, and 401K. Other topics include: good credit/bad credit, credit cards, applying for financial aid for college, how to save money, creating and working within a budget, writing a check, reviewing basic math skills, making a deposit, withdrawing money, balancing a checkbook, and identity theft. Learning banking and budgeting skills is not just information that is necessary to be a successful adult but is vital for most employment positions.

### **LST - 109 Time Management and Organizational Skills**

In this course you will gain the insight and practical skills to develop a framework for successful time management in your home life. Time management training will help increase productivity, reduce stress and improve results. From managing email to juggling your time, managing your household and sorting mail. Time management helps you reach your goals. This course can be taught individually or in a group setting.

### **LST - 110 Tutoring**

Are you taking a class? Trying to get your driver's license? Do you need help understanding the material or doing your homework? We can help you! Tutoring is offered on a one to one basis to help you achieve your goals!

### **LST - 111 Travel Training**

Independent safe travel is a cornerstone community skill. Independent travel frequently results in a significant improvement in self esteem that can become an important stepping stone to integrating new skills and trying new activities. Individuals will learn how to read a bus and train schedule, gain access and use of county and statewide paratransit services, Uber and Lyft. This course includes both classroom and hands on activities.

**Call us today!**

**Cumberland County Office: (856) 825-0255**

**Salem County Office: (856) 678-9400**

# Health, Wellness and Social

## **HWS -101 Picture This: Photography**

Explore nature and the fun of digital photography at the same time! You will learn the basics of photography and expand the skills you already have in a variety of ways! In addition to learning how to take a better picture this class will prepare a small portfolio to share, making a photo journal of their week and creating crafts with their photo's! A digital camera or cell phone camera with a minimum of 10 megapixel is required to take the class.

## **HWS - 102 Arts and Crafts**

Let your creative side free with an exploration into the world of fine arts and crafts. Create stunning projects and gifts that will amaze your friends and learn skills that can lead to an income source to supplement your budget. Visit local art displays and speak with talented artists from your community. Explore various elements such as paint, paper, wood, ceramic, fabric and more.

## **HWS - 103 Gardening**

Students will engage in hands-on learning by planting seeds and seedlings to later transplant. We will learn about different plants and vegetables and their use in the garden and home. Participants will also learn about creating accessible gardening.

## **HWS -104 Music and Movement**

Whether you are looking to use your voice, hands, legs or an instrument, Music and Movement will take you on a journey which will sample the world of music, marching, dance, and performance. Raise your voice in song with new friends or learn to twirl a flag to basic rhythms. Move your feet to traditional and contemporary dance moves that will make social settings more comfortable for our participants.

## **HWS - 105 Walking Club**

Are you interested in preserving our local beaches or discovering the history of your local community? Maybe you love observing the seasons and their changing beauty. Join the walking club and learn safety tips, meet new friends and reward yourself with a stronger, healthier body. Teach your muscles to stay healthy by using them for an invigorating walking trip to local historical sites and community activities.

## **HWS - 106 Healthy Eating and Nutrition**

Learn to choose foods that build a healthy body, spirit and mind. Learn differences between over the counter supplements and gaining nutrients from your meals and snacks. Satisfy your sweet tooth or need for salt by tricking your taste buds with other foods and spices. Use your garden treasures to create healthy meals.

## **HWS-107 Driver's Education - Preparation classes to take your permit test**

Did you know that 70% of people fail their permit test the first time? Through this class we will help you prepare to take your permit test at the DMV! We will cater the class to your learning style.

# Health, Wellness and Social

## **HWS - 108 Computer Safety**

Learn how to safeguard your computers and laptops, keep your digital data secure, and protect your privacy online. Prevent malware, viruses, and security breaches on your computers and see how to adjust privacy and security settings in popular web browsers, avoid phishing scams, use public Wi-Fi safely, and enable two-step verification for more secure logins. Take steps to bolster your online privacy by choosing better usernames, turning on “Do Not Track” requests, and blurring out sensitive information in photos and emails. Register today to keep your information safe online.

## **HWS - 109 Computers 101**

Explore the difference between hardware and software. Gain basic knowledge of the terms that will help you learn to use your computer more efficiently and with less frustration. This course enables you to troubleshoot various challenges that may arise when using your computer, including deleting unwanted programs, browsing history, and setting up your monitor with screen savers, wallpapers and more.

## **HWS-110 Computers 102**

Continue your computer learning experience with basic training in Microsoft Office Suite programs. Learn to use word for your documents, track expenditures through Excel, create data lists to merge into documents and navigate the world of Outlook as your email management tool.

## **HWS - 111 Stress Reduction**

Burned out by all the stressors in your life? Register for our stress reduction course and learn stress coping techniques through strategies like guided imagery, muscle relaxation, deep breathing and meditation. Experience the benefits of diary and how your sleep quality improves.

## **HWS - 112 Yoga**

Practice the ancient art of Yoga with a Yoga expert. Enjoy the benefits of breath control, simple meditation, and the adoption of specific bodily postures leading to better health and relaxation. Meet others who are learning and experiencing Yoga for the first time or who are seasoned practitioners.

## **HWS - 113 Picture This: Video**

Continue your exploration of the world through the lenses of a digital video camera or cell phone camera by recording and editing a short the film about a topic of choice. Video family events, make your own funny commercial or create a video greeting card for one of your new or continuing friends. You will learn the basics of Videography and expand the skills you already have in a variety of ways! A digital camera or cell phone camera with a minimum of 10 megapixel or more is required to take the class.

# Health, Wellness and Social

## **HWS-114 Living Well With a Disability**

This course is geared to helping participants achieve confidence and motivation for making health behavior changes. Participants explore potential obstacles to attendance when attending a venue that might not accommodate their needs, such as fear and anxiety of having an accessible restroom, and consider strategies they might use to overcome barriers. Participants develop hope of achieving a meaningful and healthy life while addressing the early challenges of pursuing new goals. Sessions build analysis and problem-solving skills (e.g., frustration management and self-monitoring for depression to identify needs for clinical intervention). Participants also focus on specific self-management skills for improving health status, including: 1) strategies for effective communication with health care providers, 2) strategies for information acquisition and use, 3) strategies for increasing activity (through six levels from sedentary to recommended levels of exercise), 4) strategies for improving diet (based on U.S. Department of Agriculture guidelines), 5) strategies for advocating for both personal and health care systems improvements, and 6) cognitive and behavioral strategies for maintaining health behavior changes over time.

## **HWS-115 B.A.R.K. Buddies**

Read with your favorite Canine buddy or other cherished pet. Join forces with one of our honored military veterans for a net game of your choice or train as a Therapy team with your favorite companion and help out our special needs children. Learn to lean on and trust our animal companions to reduce stress, help with everyday tasks and have lots of fun.

## **HWS-116 Maintaining Your Home**

Need to learn how to maintain your home? This program will cover how to live independently in the community. Learn how to live within your budget, clip coupons, set up services, creating a household schedule and what to do when something goes wrong!

## **HWS-117 Basic Sign Language**

Would you like to learn some basic signs to communicate with other people? This could be utilized for yourself or for communication with others.

## **HWS-118 ESL (English as a second language)**

English as a Second Language (ESL or TESL) is a traditional term for the use or study of the English language by non-native speakers in an English-speaking environment (it is also known as English for speakers of other languages). Through this service we will work with individuals to teach them the English language regardless of what their native language is. They will start to learn English on the first day!

**Need something you do not see? We will create customized training! We offer other classes not listed, social and recreational op-**