

Personal Achievement Process and Curriculum



PROCESS

The coaching sessions take place every 7 - 10 days for 12 - 16 weeks and the personal college coaches are also available by e-mails, by text-messaging or by telephone. A rapport is established with the coach, and students continually gain confidence in navigating the challenges of college and life.

CURRICULUM

Introduction to Personal Achievement

- The Nature of Goal Setting
- Your Action Plan - An Overview
- Guidelines for Goal Setting

Dream Inventory

Self-Evaluation

- Mental Development
- Self-Evaluation Questionnaire
- Social Development
- Past Achievements/Mental Strengths
- Physical Development
- "Where I Stand Now" Narrative
- Career & Family Development
- Goal Categories
- Home & Family Development
- Checkpoint
- Ethics and Beliefs Development

Setting Goals and Establishing Priorities

- Introduction
- Mental Development
- Social Development
- Physical Development
- Financial Development
- Family Life Development
- Ethics and Beliefs Development
- Checkpoint

Goal Planning Sheets

- Instructions
- An example

- Goal Planning Sheets
- Final Checkpoint

Time Management

- Time Analysis Instructions
- Time Use Matrix
- Time Summary Form
- Evaluation Questionnaire - Time Management
- Goal Categories - Time Management
- Setting Goals and Establishing Priorities - Time Management
- Setting and Planning Goals - Time Management
- Daily Time Planner

Money Management

- Organize Financial "Stuff"
- Protecting personal Information
- Checking Accounts, Debit cards, Credit Cards
- Building Good Credit
- Student Loans, Scholarships, Work-Study and Understanding Your Obligations
- Setting Ground Rules with Roommates Regarding Spending and Chores
- Apartment versus Dorm
- Separating Needs from Wants
- Spending Leaks
- Resisting Peer Pressure

Career Options

This section overlaps with the Personal Action Plan , but goes into more detail with personal college coaches working individually with each client. This section encourages the client to explore options on career goals, transferable skills, college majors, enhancing opportunities with internships, work-study, job shadowing, study abroad, volunteer opportunities, etc., earning a living, and becoming financially independent.

In this section, the personal college coach also discusses creating a career portfolio, the process of searching for job opportunities, preparing resumes and interviews, follow-up necessities, and the importance of continuing education.