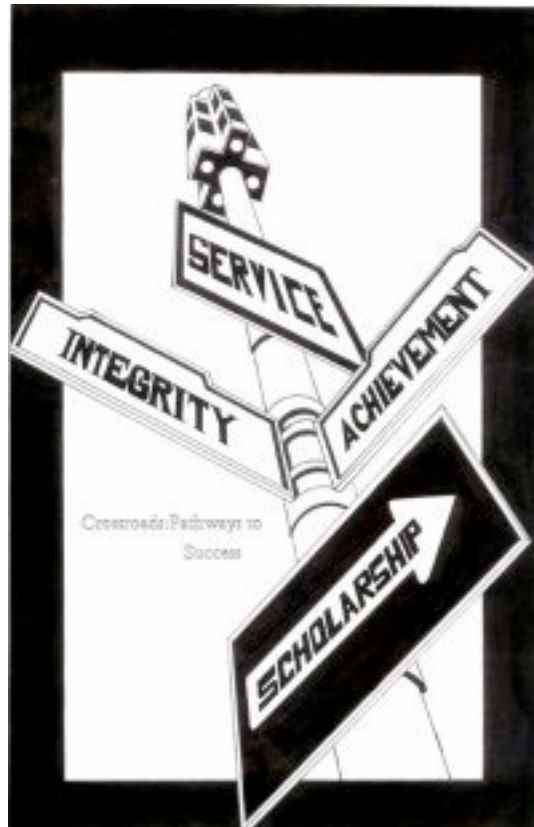


# Crossroads: Pathways to Success Handbook



## **Our Mission:**

Crossroads: Pathways to Success was established to encourage young adults to pursue personal goals through education and interactions. Crossroads: Pathways to success will utilize a diverse range of educational techniques focusing on educating students not only through a traditional classroom setting but through real life experiences as well. We hope to establish a global sense of unity where the importance and value of another individual is acknowledged.

Crossroads: Pathways to Success hopes to establish a role in the community as educational motivators and role models because it sets up a path to success for students and potential leaders of the future to follow.

## **Our Strategy:**

Every student should have the opportunity to begin a successful career path through advanced education, identification of career options that interest them, and a strategy to help them achieve their career objectives.

Starting a career can be very competitive. Companies are becoming increasingly selective as they look to identify candidates and bring them into the organization. It is becoming more and more important for students to have a solid understanding of where their career interests lie and what their strengths are, along with the foundational skills necessary to launch a successful and prosperous career.

Crossroads: Pathways to Success will help you plan your path towards your desired career. Our strategy is to focus in 8 strategic areas that will position you for success. Our areas of focus include:

- **Developing Your Career Objectives**
- **Interview Skills**
- **Impression Management**
- **Resume Development**
- **Community Service**
- **Life Skills**
- **Drug Prevention**
- **Personal and Professional Etiquette**

During our 24 week program, you will complete sessions dedicated to each of the focus areas. Sessions will include activities, lectures, role play, career experts and much more to help build your skills through out your participation in the program. Upon completion of the program you will have a good understanding of what it takes to be successful in your professional and personal life. You will have the skills that are needed to plan, apply and pay for college and you will have the confidence to apply and interview for the job of your choice. This is just a small portion of the skills you will have upon completion of this program.

## **1. Developing Your Career Objectives**

This program is designed to stimulate your thinking around your future career. We believe that if you have an idea of the field or industry you would like to pursue, you should conduct as much research as you can around the industry and environment as you can to build a solid understanding of what is needed to be successful. This should begin with assessing your own interests, strengths, and personal objectives, and should include researching degree programs and/or specialized schools. Understanding your own

interests and having a solid understanding of what it takes to be successful will enable you to focus on the path ahead.

## **2. Interview Skills**

In order for you to pursue your desired career, you will have to go through the interview process. We will prepare you for this by helping you understand what is needed to have a successful interview. Some of our objectives include:

- *Participating in mock interviews and receiving feedback on your interview style*
- *Learning and understanding different types of interview questions*
- *Understating the main components of an interview*
- *Understanding the do's and don'ts of interview etiquette*

We will give you the confidence you need in order to have the interview that will help you land the job in the field you desire. Good preparation requires thought, organization, time, and most importantly, *PRACTICE*. Focusing on these preparation activities will ensure you are prepared for a successful interview. That is why after you finish this session, you will be the candidate that stands out from the rest.

## **3. Impression Management**

You only get one first impression, and many times your first impression is the only impression that people remember. We will focus on helping you understand that there is a time and place for everything. When entering into the professional world, you need to understand the importance of what impression you will make on the people around you. During this session we will focus on:

- *Learning how verbal and non verbal communication affects your professional image*
- *Knowing the do's and don'ts of business etiquette*
- *Knowing the proper business attire*
- *Learning how to project a professional image*

One thing we would like to stress is that many times you may believe that you are displaying the right image. Regardless of what impression you *think* you are displaying, it's the other persons perception that really matters. We will help you understand what is expected in professional situations and go over the proper way to conduct yourself in those situations.

#### **4. Resume Development**

Your resume is one of the most important tools you have to allow employers to gauge your experience and character. Your resume reflects your world experiences and is the best way to display your achievements. During the resume building session we will focus on:

- *The importance of a resume and how it helps in your job search*
- *Understanding the parts of a resume*
- *How to write an effective resume*
- *How to write an effective cover letter*

Many times the resume is the first opportunity an employer has to view your qualifications. We will assist you in developing a format for your resume, and helping you understand the importance of resume development.

#### **5. Community Service**

Giving back to your community is essential for your own personal growth and development. It will help build your sense of community while developing your community based leadership skills. Once you understand the impact you can make in your community, you will understand why Community Service is so important. There are many exciting ways to get involved in your community and give back. We will work closely with some of the local organizations and sponsors to help give back to the community that has been a part of all of our lives.

#### **6. Life Skills**

We want to also help assist you with skills that we think may help you further your personal goals of success and prosperity. Some of the skills we think are important are:

- *Coping with stress* – coping is about first recognizing our life stressors and the sources of stress in our lives, and then choosing to act in a way that controls our stress levels
- *Decision-making* - is about following through constructively with decisions that affect our lives
- *Critical thinking* - is the ability to analyze information and experiences in an objective manner

- *Effective Communication* - means that we are able to express ourselves verbally and non-verbally, in ways that are appropriate to our cultures and situations

We believe with a good balance of life skills along with a strong work ethic, success will follow you in your personal and professional life. We will work with you to understand the importance of these life skills. We will provide activities and give you real life opportunities for you to display what you have learned.

## **7. Drug Prevention**

We have a well educated drug counselor that will come in and talk to you about the importance of being drug free. He will provide real life examples and experiences to show the importance of living a drug free lifestyle. Not only are drugs extremely dangerous for your health, they also affect your ability to learn and retain information that will help further your success. Drugs are a big problem in our society and we want to educate young adults on the harms of drug use and give awareness to significant problem facing our community.

## **8. Personal and Professional Etiquette**

Did you know that an impression is made within the first seven seconds of meeting someone? Seven seconds is an extremely small amount of time, so you must rely on your etiquette skills to influence that first impression. When you have mastered etiquette you can maneuver through any situation with ease; whether you are in an interview or on a dinner date you will have confidence and the situation you are in. For instance, at a dinner table, you will know which fork to use, how to eat bread, and where to place your napkin. Obviously, proper etiquette is important in a social setting, but it is crucial in a business setting. In order to achieve business success, you must be able to adapt to ever-changing situations and act with confidence. Displaying proper etiquette will get you noticed and, obviously, being noticed is great for business. We want to stress the importance of etiquette. Without proper knowledge of what to do, you may pass up on opportunities that may change your life or further your success. We will have an etiquette professional come in and show you hands on, how to act and give you real-life situations you may find yourself in. We want you to be prepared and have the confidence to know what to do when situations arise.

Along with the in class sessions we will have, we also want to apply what we have learned in the class room to real life experiences. We have designed this program in a way that will help you understand why these eight strategic areas are important. We will have two sessions a month focusing on one specific strategic area. The first session will focus on teaching you how to understand the strategic areas through the lectures, activities and career speakers. The second session will focus on applying what you have learned to a real life situation. For example, we will have an etiquette speaker come teach

you about professional etiquette while eating with business associates. This will be followed up with a second session where we will take you to a restaurant and see if you can apply what you have learned. We believe that once you see how the class room sessions apply to real life experiences, you will be able to apply what you have learned and be confident in similar situations.

Taking responsibility of the direction your life is headed is the first step toward becoming successful. Being a part of this program is something you should be very proud of, and we are proud of you for wanting to make a difference in your life. To show our appreciation for your participation in this program, we want to reward you for your hard work. We want this experience to be fun as well as educational and believe that once you see the benefits of hard work, it will motivate you to continue down the path of success. We will discuss with you during the first session some of the ways you will be rewarded for your hard work and dedication.

*We want to again congratulate you for being a part of Crossroads: Pathways to Success. We would like to thank you for your participation and ask that you take responsibility of the direction you want your life to head. The 8 major features we have discussed are a part of a successful formula. You as a Crossroads participant have specific responsibilities. These responsibilities are outlined in the Crossroads Commitment Agreement. You will be asked to sign the Crossroads Commitment agreement form and you will be held responsible for your own actions.*

## ***Organizational Development Team***

**Gerard L. Truesdale**  
( Founder, Chief Executive Officer )

**Arturo L. McKie**  
( Chief Operations Officer)