

Employment Skills and Independent Living Skills

Topics, Activities, Lessons, Evaluations & Review Games

Self-Advocacy

What is Self-Advocacy?
Disability Disclosure
Online Research

Employment Skills Lessons

Work Ethic
Self-Discipline Lesson
Characteristics of a Good Employee
Weekly Work Evaluation
Coaching Lesson
Writing a Business Letter
Requesting Time Off
Letter of Resignation
Addressing an Envelope
Preparing for an Interview
Success Starts with Appearance
My Professional Appearance/Visual Checklists
Completing Employment Applications
Employment Interviews/ Practice/Feedback
Possessing Effective Interviewing Skills Rubric
Job Fair
Resume Worksheet
Having an Effective Resume Rubric
Measuring Productivity
Keeping Your Job Unit
Communication at Work
Self-Advocacy at Work
Asking for Accommodations at work
Worksite Food Handling Rules Activity
Intern of the Month

Banking Skills

Next Dollar Up
Show Me the Money
Check Writing
Personal Checks (blank for student use)
Spelling Helper
Maintaining Account Balance
Personal Banking (Modified)
Reading Your Monthly Bank Statement
Online Banking
Paychecks & Pay stubs
Endorsing Checks
Where Do Your Taxes Go?
Budgeting: Daily Weekly, Monthly
Monthly Expenses
Budgeting Worksheet
Personal Finances Data Sheet
Expenses & Income Worksheet
Grocery Shopping within a Budget
Comparative Shopping
Counting Back Change
Consumer Math Vocabulary
Baseball Math
Bank & Tank
Menu Math
Credit Unit

Having an Effective **Transition Planning Portfolio**

Selecting **Adult Service Provider**

Independent Living Skills Lessons

Assessment of Daily Living Skills
Knowledge of Basic Information Assessment
CA Identification Card
Completing Forms
Contracts & The Power of Your Signature
Making Donations to Solicitors
Physical Fitness
Beauty 101
Keyboarding Practice
Grammar Unit

Transportation Skills

Appropriate Behavior in the Community
OCTA Rider Guidelines
Ordering a New TRIPS Card
Trip Planner Worksheet
Octa.net/trip planner
Reading the Bus Book
Plan Transportation
The Bus is Right – *Review Game*

Adult Education

DSP& S Office
Registering at Irvine Valley College
Matriculation
Asking for Accommodations at School
Classes with Special Services
Emeritus Classes
Adult Education, IUSD
Regional Occupational Programs (ROP)

Apartment Living

Home Safety & Basic Aid

Meal Planning Skills & Lessons

Balanced Meals
Reasonable Portions
Safety in the Kitchen
Food Handling & Preparation
Understanding Nutrition Labels
Understanding Serving Sizes
Physical Fitness
Burning Energy
Dinning Out vs. Dinning In

Communication & Relationships

Appropriate Greetings & Introductions
Making Appointment
Refilling Prescriptions
Character Development
Responsibilities as a Legal Adult
Social Security Reporting Guide
Star Reporter – *Review Game*
Email Unit
Managing an Email Program Rubric
Maintaining Friendships
Great Conversations
Maintaining Healthy Relationships Rubric
City of Irvine Recreation & Disability Services
Century Friends Club (Recreation & Community Service)
Best Buddies at UCI & PI-Access to Adventure