



Introduction

The Jericho Project for the Advancement of Women (JPAW), created by Marie Salerno, Nancy Saviano, Leigh-Anne Dunckley and Michael Rubino, will offer a series of classes to for women facing transition in their lives.

The goal of JPAW is to identify the existing resources of participants and provide them with the skills and supports necessary to successfully obtain gainful employment or move to a higher level position in the workplace.

Classes in computer training, interpersonal skills development, interview preparation and job hunting will better prepare applicants for re-entry and transition in the workforce.

As an added bonus we will also be offering classes that will provide the tools in coping with new responsibilities, like personal finances, home maintenance and life transitions.

There is no fee for the program; all instructors are generously volunteering their time.

The JPAW series will be divided into eight one and two hour workshops that will run from January 13th 2009 thru June 2009.

Class size is limited for certain classes. Each class will be on a first come first served basis.

Areas covered:

- Computer Workshop – Introduction to Microsoft PowerPoint
- Maintaining your home and keeping it safe – Guest Speaker Officer Gary Salerno
- Interview coaching – Guest Speaker Dr. Ben Ciuffo and Maureen Appiarus
- Personal finances – Guest Speaker Dr. Joan Colvin
- Dealing with Divorce or the Death of a Spouse – Guest Speaker Joanne Verdino
- Understanding the Legal Issues of Widowhood and Divorce – Guest Speaker Claire J. Lieber-Saul
- Photoshop Elements: The Basics – Guest Speaker Louise Millmann
- Auto Mechanics 101 – Guest Speaker Tony LaCorte

Class Structure

Introduction to Microsoft PowerPoint

2 hour workshop

Microsoft PowerPoint is a powerful tool that allows users to create professional computer slide shows, transparencies, or printed handouts quickly and easily. This class is targeted at beginning users and is intended to provide the basics for using a presentation program.

Students will learn how to create a simple presentation, create and edit slides, insert clipart, apply designs, work with views, and run the slide show. Class will also cover how to save, print, and open presentations.

Maintaining your Home and Keeping it Safe

2 hour workshop

As a single parent, you are required to handle more than you did when you had a partner. Maintaining your home can be an overwhelming task. Police Officer Gary Salerno will answer questions and demonstrate different tasks on maintaining your home and keeping it safe.

Career Counseling Workshop

1 hour workshop

Do you want to pursue a new career direction? Are you worried you may be laid off or terminated and need outplacement services, a new resume, or just a fresh start? Are you uncertain about the type of school or course of study to choose? In this workshop Dr. Ciuffo will give you the direction you are looking for.

1 hour class-Grouped with "Putting your Best "PAW" Forward"

Putting your Best "PAW" Forward

Transitioning from soccer mom to secretary or from the kitchen to the conference room can seem overwhelming if not impossible. During this course, guest speaker Maureen Appiarius will demonstrate how to translate the skills acquired by women raising a family and managing a home into positive workplace attributes. This will help build self-esteem as participants navigate their way towards a new work experience.

In addition to creating a repertoire of employer sought skills, participants will discover the "dos, don'ts and discounts" of appropriate office attire. This will complete the package to put your best "paw" forward.

1 hour class-Grouped with "Interview workshop"

Personal Finances

2 hour workshop

Dr. Joan Colvin, Jericho Schools Assistant Superintendent of Business Affairs will be conducting a two class workshop on Personal Finances—What happened to my paycheck?; Checkbook Mechanics, saving for larger purchases, how to use credit cards wisely, understanding your benefits at work, how to invest wisely, budgeting basic and setting up a budget worksheet in Excel.

Dealing with Divorce or the Death of a Spouse

1 hour workshop

Divorce and death of a spouse are major life changing events that can leave a person feeling emotionally crippled. Suddenly alone to deal with issues such as money, children and career changes can seem overwhelming. Guest Speaker Joanne Verdino, Jericho Schools social worker, has graciously offered to speak at this session.

Ms. Verdino will discuss the stressors they might be experiencing such as change in financial status, issues re: childcare, emotional needs of themselves and their children, issues of low self-esteem and coping with the loss of a spouse. She will also help them to break down their many responsibilities and issues into manageable tasks.

Photoshop Elements: The Basics

2 hour workshop

This course will offer a brief overview of the basic applications found in the Photoshop Elements Software program. Topics Covered: Overview, Examining the Workspace, Photoshop Elements Quick Fix for Photographs, Fixing a scanned image, Layers, Create Web photo galleries, Creating a greeting card.

Understanding the Legal Issues of Widowhood and Divorce

2 hour workshop

Guest Speaker Claire Lieber-Saul will focus on the legal and practical matters surrounding widowhood and divorce. Even for the strongest and most competent of women, the trauma of widowhood and divorce/separation often results in a broken heart and a consequential loss of inner power, self-confidence and pure physical energy. Such a traumatic experience can create difficulties of prioritization and focus necessary for dealing with the myriad of issues which arise for the suddenly-single woman. This two-class section of the JPAW curriculum will explore numerous areas, including the alteration of legal status of both the person and property. The purpose of this section is to provide a basic command of these matters, thus fostering a more fluid and easy transition from a life of fear and confusion, to a life of increased clarity and legal financial security.

Auto Mechanics 101

1 hour workshop

Are you tired of getting ripped off by Mechanics who think you no nothing? Diagnosing car problems may seem out of one's reach and comprehension, but it can be done with a little know-how. Guest speaker, Auto Mechanic Tony LaCorte will guide us through many of the issues we all experience with our cars.