

## **Skills to Pay the Bills**

A group based learning program that covers the soft skills that are required for workplace success. Skills are taught using a variety of activities that are engaging and targeted to the youth or adult learner.

I can expect DVR to:

- Provide me with information about providers for this service
- Help me choose an appropriate service provider
- Help me understand what will happen during this service and what I need to do.
- Provide me contact information to connect me to my service provider
- Answer my questions if I have any during the service
- Give me a copy of the report if I want one

I can expect the Provider to:

- Schedule date/time(s) for when and where services are to be provided
- Assist me in developing soft skills to be successful in the workplace
- Provide constructive feedback
- Communicate effectively and efficiently
- Complete a report on my progress

I am expected to:

- Choose a provider. If more information is needed to make an informed decision, I will request it.
- Be on time to sessions
- Answer questions asked during the meetings
- Inform my supervisor and Service Provider if I can't make it or be on time
- Notify DVR and my provider of any issues or concerns that may arise
- Contact DVR or my provider if I have a question
- Let my provider or DVR know if I would like to have a meeting to go over my report(s)

[Link to Required Report](#) (DVR-18031-E)

[Link to Technical Specifications](#)