

### BASIC AND ESSENTIAL SKILLS TRAINING (BEST)

| <b>CATEGORY</b><br><i>Choose a minimum of one topic per category, per tier</i> | <b>TIER 1 - 100 TOPICS</b><br><i>15 hours required, max 30 paid units (includes electives)</i> |   | <b>TIER 2 -200 TOPICS</b><br><i>10 hours required, max 20 paid units (includes electives)</i> |   |
|--|--|---|---|---|
| <b>Healthy Lifestyle (HL)</b>  | 101  | Mental Health   | 201   | Mental Health   |
|  | 102  | Activities, Sports & Exercise   | 202   | Holistic Activities   |
|  | 103  | Food Preparation  | 203   | Meal Preparation  |
|  | 104  | Nutrition   | 204   | Cooking   |
|  | 105  | Work/life Balance   | 205   | Emotional Intelligence & Stress Management                          |
| <b>Communication (C)</b>   | 101  | Writing (Email, Texting, Etiquette)   | 201   | Business Writing  |
|  | 102  | Speaking (Interpersonal, Group, Telephone)                                  | 202   | Consuming Professional Media (News, Blogs, Podcasts)                |
|  | 103  | Professionalism   | 203   | Social Media Professionalism  |
|  | 104  | Non-Verbal Communication (Handshakes & Expression)                          | 204   | Online Research   |
|  | 105  | Basic Technology  | 205   | Computer & Professional Technology                                  |
| <b>Work Readiness (WR)</b>   | 101  | <i>*Introduction to Essential Skills</i>                                    | 201   | Critical Thinking & Problem Solving                                 |
|  | 102  | Customer Service  | 202   | Occupational Specific Skills, Non-Credential (OSHA, CPR, Food Serv) |
|  | 103  | Dependability   | 203   | Teamwork & Collaboration  |
|  | 104  | First Impressions   | 204   | Interview Skills & Preparation                                      |
|  | 105  |   | 205   | Resume Development  |
| <b>Career Exploration (CE)</b>   | 101  | <i>*Connecting Interests with Careers (RIASEC)</i>                          | 201   | <i>*Planning Career Pathways</i>                                    |
|  | 102  | <i>*Online Career Exploration (Career Coach)</i>                            | 202   | Job Quality   |
| <b>Labor Market Information (LMI)</b>  | 101  | <i>*San Diego's Priority Sectors &amp; Priority Jobs (Career Awareness)</i> | 201   | Career Awareness (Economic Data) (Not Required)                     |
|  |  |   | 202   | Occupation Research Report (Must be in person with staff)           |
| <b>Financial Literacy (FL)</b>   | 101  | Banking   | 201   | Debt & Credit Cards   |
|  | 102  | Renting & Housing   | 202   | Buying a Car  |
|  | 103  | Budgeting & Savings   | 203   | Accounting (Advanced Budgeting)                                     |
|  | 104  |   | 204   | Tax Preparation   |
| <b>Adult Mentoring (AM)</b>  | 101  | Short Term Goal Setting   | 201   | Long Term Goal Setting  |
|  | 102  | Building Trust & Trusting Others  | 202   | Community Resources   |
|  | 103  | Strengths, Interests & Values   | 203   | Guidance & Support Systems  |
|  | 104  |   | 204   | Character Building  |

\*Designed and delivered by SDWP staff

Required Topics

| <b>SUPPLEMENTAL TO REQUIRED BEST TIERS, WIOA TRACKS, and POPULATION SPECIFIC SERVICES</b> |     |  |                                   |
|---|-----|--|-----------------------------------|
| <i>Max 30 paid units</i>  |     |  |                                   |
| <b>Electives<br/>(E)</b>  | 302 | Becoming A Mentor                                | 318 Job Search & Applications     |
|   | 303 | Building Economic Prosperity                     | 320 Positive Eldercare Techniques |
|   | 304 | Building Your Professional Brand                 | 321 Positive Parenting Techniques |
|   | 305 | Child Development                                | 323 Preventing Identity Theft     |
|   | 306 | Childcare  | 324 School Counseling             |
|   | 307 | College Admissions                               | 325 School/College Research       |
|   | 308 | Counseling                                       | 326 Self-Sufficiency              |
|   | 309 | Diversity, Equity, and Inclusion                 | 327 Test Preparation              |
|   | 310 | Eldercare  | 330 VESL Instruction/Attendance   |
|   | 311 | Employer Mentoring                               | 331 Volunteering                  |
|   | 312 | Entrepreneurial Skills - Creativity & Innovation | 332 Voting & Government           |
|   | 313 | Entrepreneurial Skills – Starting a Business     | 333 Workplace Culture             |
|   | 314 | ESL Instruction/Attendance                       | 334 Workplace Safety              |
|   | 315 | Financial Aid & Scholarships                     |                                   |
|   | 316 | Investing and Stocks                             |                                   |
|   | 317 | Job Interviews/Mock Interviews                   |                                   |