

An Area Health Education Center (AHEC) is a non-profit organization that works with community-based partners to address healthcare professional shortages by:

1. Providing student programs that familiarize them with various healthcare occupations,
2. Providing the means to recruit students into healthcare professions,
3. Training and supporting healthcare professionals, and
4. Advocating the elimination of health disparities.

More than 40 States have developed AHECs since Congress passed authorizing legislation in 1971. Catskill Hudson AHEC was established in July 2003. We serve an 11-county region that is home to 29 hospitals, serving a total regional population of over 1.5 million people.

Through the *Pathways to Success* program, Catskill Hudson AHEC is able to provide students with vital tools to help them succeed in any career as well as introduce students to health career occupations through the program's exercises.

## CATSKILL HUDSON AHEC

598 State Route 299  
Highland, NY 12528

(845) 883-7260 (Tel) • (845) 883-7837 (Fax)

email: [chahec@hvi.net](mailto:chahec@hvi.net)

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A  
Career Preparedness  
and  
Life Skills  
Workshop  
for Middle and High  
School Students

Created by



# Pathways to Success

This Life Skills and Career Preparedness program was designed by Catskill Hudson AHEC for middle and high school students.

The program is divided into six segments:

- Life Skills
- Personal Appearance
- Career Preparation
- Interview Skills
- Personal Finance
- How to Obtain a Driver's License

In the *Life Skills* component of this program, students will explore how facial expressions, body language, attitude and listening skills all contribute to other people's perception of them. The *Personal Appearance* segment focuses on making positive impressions with clothing, makeup, accessories and personal hygiene. The *Career Preparation* segment focuses on choosing a career, understanding and completing pertinent paperwork (such as working papers and social security cards), how to write an effective resume, cover letters, thank you letters and how/where to find career resources. *Interview Skills* will be a hands-on exercise to familiarize students with the interview process and make them feel more comfortable with this type of interaction. *Personal Finance* reviews banks and types of financial accounts, building good credit and includes a budgeting exercise that will prepare them for the financial reality of independent living. How to Obtain a Driver's License is for student information only and is not designed as a program lesson.

Each student will be provided with a workbook containing numerous lessons, exercises and helpful tips that will be covered under each one of the six segments.

On the first day of the program, each student will be assigned a different health occupation and corresponding salary (taken directly from the Catskill Hudson AHEC My Health Career® website) to maintain as their professional identity throughout the program. They will utilize this information during the career and budgeting exercises.

The Pathways to Success program meets New York State Learning Standards.

Please contact Katherine Doyle at (845) 883-7260 or [kdoyle@catskillhudsonahec.org](mailto:kdoyle@catskillhudsonahec.org) for additional information.

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If you would like to purchase the *Pathways to Success* program, please complete the order form, detach and mail to:

Catskill Hudson AHEC  
598 State Route 299  
Highland, NY 12528  
(845) 883-7260 (Tel)  
(845) 883-7837 (Fax)

\* *Pathways to Success* Instructor Manual (which is the complete program and includes Lesson Plans, Workbook and Career Profiles) is offered at a cost of \$150 per manual.

\* If desired, additional Workbooks may be purchased at a cost of \$4.00 per Workbook, plus shipping/delivery charges.

# Pathways to Success Order Form

Please Print.

Name: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Alternate Phone (required): \_\_\_\_\_

Email: \_\_\_\_\_

Quantity:

Instructor Manual(s) \_\_\_\_\_

Additional Workbook(s) \_\_\_\_\_

Please Note: Purchase orders are accepted as proof of payment.

You will receive an invoice via email. When you receive it, please return it to Catskill Hudson AHEC with your payment. Once payment is received, your order will be mailed.

Thank you.