

**COLLABORATION
STATION™**



TRANSITION PROGRAM

Collaborationstationny.com

Overview

Collaboration Station offers a two-year transition program led by instructors who have worked with individuals with disabilities for over twenty years. Each instructor holds a Master's Degree and expertise in specific areas such as instruction and vocational training. Collaboration Station believes that every individual has something to contribute to this world. We aim to help individuals develop interpersonal, vocational, and academic skills through job training. Our program combines on-site job training and weekly, small group classes to increase independence and discuss vital skill sets needed for competitive employment.

Internships play a crucial role in preparing our students for the workforce. They provide practical, hands-on experience that helps develop the skills needed for job retention and success. Each internship and classroom lesson serves as a stepping stone towards achieving independence, enabling our students to thrive in the workforce. Our ultimate goal is to ensure that each individual finds a job they are satisfied with and has the opportunity to grow and excel, both as employees and as individuals. It is essential to recognize that since most of an adult's life is spent working, job satisfaction plays a significant role in overall happiness.

Requirements:

All applicants must possess the necessary skills to navigate the community safely, whether finding their way around buildings, using transportation services, or understanding emergency procedures. Additionally, they must demonstrate the ability to exercise safety skills in unsupervised settings, make responsible choices, and follow guidelines to ensure their well-being. Independence in caring for personal

hygiene needs is another crucial requirement, as students must be proactive in maintaining their cleanliness and health. Furthermore, applicants should be able to transition between academic and non-academic settings smoothly, adapting to different environments, expectations, and social dynamics. Lastly, actively engaging in instructional settings is vital, as students must participate, ask questions, and contribute meaningfully to the learning process.

Support staff can attend if participants require additional support.

- Applicants must have graduated or exited from high school.
- Applicants must have self-direction through OPWDD.
- Applicants must complete the enrollment application and submit all required documentation.

Application and Admission:

All applications will be reviewed promptly, and potential candidates will be invited for an interview before final selection.

Funding:

Collaboration Station is not funded by Acces-VR, IDEA, or any other funding sources.

Program Tuition: - \$9,600.00 per year.

Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
	10:00 - 11:30 AM Class one		4:00 - 6:00 PM Internship	
	11:45 - 1:15 PM Class two			

What can you expect from our program?

On-Site Job Training with a Job Coach—The clinical team will supervise and provide professional guidance throughout the program. The team will also work closely with community businesses to develop a comprehensive vocational program to obtain competitive employment.

Vocational Class - Small group instruction focusing on resume writing, interview skills, development of communication skills, soft skills, conflict-resolution skills, money management, technology, safety,

transportation, and travel training.

Our attention is focused on skill acquisition and personal development with ongoing assessment of mastery and continued need. Our program is designed to deliver effective strategies to individuals of varied abilities. Our classroom instruction is constantly modified to fit the needs of the participants. We provide a team of well-educated and licensed professionals. Each employee brings unique skills and knowledge, creating a platform for innovation and growth.

Collaboration Station ensures that person-centered planning and proper support are always in place to achieve every participant's valued outcomes effectively.

Course Descriptions

Year One

Introduction to Career Exploration:

Participants will embark on an exciting career exploration journey. Participants will learn how to search for employment and prepare for interviews effectively; by exploring individual strengths and interests, participants will better understand who they are and find the perfect match in their chosen field. Participants will develop the necessary skills to thrive in the job market through engaging activities and practical exercises, setting themselves up for a successful future.

Internships are also an integral part of Career Exploration. Each individual will be placed in an internship to integrate the skills taught in the classroom. Each week, as a group, we will discuss their real-world workplace experiences: celebrate the positive, resolve concerns, and develop strategies when met with the unexpected.

Introduction to Communication and Interpersonal Skills:

In this course, participants will focus on developing essential executive functioning and communication skills vital in the workplace. The curriculum emphasizes critical areas such as time- management, task initiation and completion, emotional awareness, adaptability, and effective interactions with colleagues and customers. Through role-play and modeling, participants will have the opportunity to experience a variety of situations that can be applied in different settings. The program aims to cultivate proficiency in these skills, enabling each individual to become a valued and successful employee.

Introduction to Public Speaking

This course will teach participants to read social cues, initiate, maintain, and exit conversations appropriately, advocate for their needs, and communicate effectively while developing strong interpersonal skills. The class includes direct public speaking and social skills instruction through role-playing activities, YouTube videos, and interactive games. Participants will focus on understanding body language and

nonverbal communication and navigating workplace social interactions. Strong public speaking and awareness skills assist with building positive relationships and increasing self-confidence in expressing thoughts, ideas, and feelings.

Conflict Resolution and Intercultural Communication

In this course, participants will understand conflict resolution principles and improve their intercultural communication abilities. They will also explore the positive aspects of conflict resolution. Throughout this specialization, learners will acquire skills to effectively handle conflicts in personal and professional relationships, within organizations, and within a diverse global society. Additionally, participants will examine how factors like competing interests, power dynamics, and goals impact conflict dynamics and management strategies. Lastly, in the concluding Capstone Project, learners will analyze a specific conflict scenario and develop an efficient approach to managing and resolving it.

Introduction to Budgeting and Money Management

This course teaches participants the fundamental concepts of money, budgeting, and making simple purchases. Through hands-on instruction and role-playing scenarios, individuals will gain practical skills to navigate the real world. Participants will develop practical skills, including counting coins and dollar bills, making purchases, and understanding the concept of change. The course will also delve into crucial money management techniques to serve them throughout their lives. They will learn to compare prices while shopping, read and check receipts for accuracy, and understand debit cards and pending transactions. By the end of the course, participants will have a solid foundation in money management and basic banking skills to prepare them for financial success.

Mastering Money Management Techniques

In this course, participants will strengthen their foundational money management skills through interactive role-playing scenarios that simulate real-life situations. Participants will learn essential banking skills to help manage their finances effectively. They will explore topics such as opening and maintaining bank accounts, using ATMs, and understanding banking fees. Participants will learn the art of budgeting to allocate their financial resources wisely. They will understand the importance of tracking income and expenses, creating realistic budgets, and prioritizing spending. By completing this course, individuals will be well-prepared to face the challenges of the real world with a solid understanding of money management.

Introduction to Safety Awareness

This course concentrates on the importance of various safety measures, such as online safety, community safety, workplace safety, fire safety, and much more! The course involves role-playing and group discussions. Role-playing is a learning strategy that allows participants to act out realistic scenarios under the supervision of a teacher and our guest speakers. The course will focus on vital information, such as how to be safe, responsible, and respectful online, cyberbullying, fire safety, fire drills, and understanding the purpose of 911. Overall, this course aims to equip learners with the knowledge and skills to stay safe,

responsible, and respectful in various online and offline settings. It emphasizes the importance of proactive measures and critical thinking in navigating potential risks and ensuring personal safety.

Introduction to Technology

In this course, participants can learn in-demand skills from highly experienced instructors with years of expertise. Through hands-on projects, you will master a subject or tool and develop a deep understanding of key technological concepts. Throughout the course, you will gain various skills, such as creating and editing Word Documents and creating and managing PowerPoint presentations. Participants will learn to organize and analyze data effectively. Overall, this course will teach you how to develop and maintain professional-looking documents, equipping you with essential skills for the workplace.

Introduction to Workplace Mindfulness

In this course, participants will learn the core concepts of mindfulness and how they can be applied in the workplace. These techniques are valuable tools for effectively dealing with stressful situations. They promote calmness and emotional awareness, helping individuals stay present and focused in challenging circumstances. Individuals will learn to activate the body's relaxation response through deep breathing and taking slow, deliberate breaths. This simple practice can reduce stress and promote a sense of calm. Another aspect covered in the course is the practice of gratitude. Participants are encouraged to take a moment each day to reflect on things they are grateful for. This could be anything from a supportive colleague to a delicious cup of coffee. Cultivating gratitude can shift one's focus from negative to positive and reduce stress. Participants learn to be fully present and attentive during conversations with colleagues. By actively listening without judgment, communication and relationships in the workplace can be improved, reducing overall stress.

Nutrition

This course is designed to provide individuals with a comprehensive understanding of fitness and nutrition. The course offers practical strategies to help achieve fitness goals, prepare healthy meals, and improve overall health. Participants will learn about the importance of nutrition in providing the body with essential nutrients. They will also engage in group discussions, explore meal-prepping techniques, and gain insights into the significance of staying active. Topics covered include cardiovascular fitness, modified exercises, calorie tracking, balanced diet, pre- and post-exercise nutrition, meal planning, and understanding food labels. By the end of the course, individuals will have the knowledge and tools to make informed decisions about their fitness and nutrition, leading to improved overall health.

Internship (Year 1 and 2)

Our internship program offers comprehensive vocational training through community partnerships with local businesses and national corporations. Our approach to vocational education is multi-systemic, encompassing vocational counseling, job coaching, and job placement, all provided in real-world vocational settings. Collaboration Station prioritizes person-centered planning to guide our vocational services while considering our participants' emotional, psychological, educational, and vocational needs at

the core of our planning process. The safety and well-being of our participants are always our primary focus, and we take pride in our commitment to these principles. Each participant will be supported by our Master's level field-trained staff to ensure the development and implementation of a robust vocational education and training curriculum tailored to everyone's unique skills, talents, and abilities.

Course Descriptions

Year Two

Understanding Pay Stubs and Managing Finances

In this course, participants will embark on a journey to gain valuable skills essential for entering the workforce. They will focus on developing the ability to comprehend and analyze pay stubs, ensuring accuracy and financial awareness. Participants will also learn to interpret income statements, deductions, and tax information, equipping them with the knowledge to manage their finances effectively.

Furthermore, the course will emphasize the importance of understanding and effectively managing monthly bills. Participants will explore strategies for interpreting and handling everyday bills, such as rent, utilities, and credit card statements. Timely payment and budgeting techniques will be discussed to help participants navigate these financial responsibilities confidently.

Throughout the course, participants will be guided in making well-informed decisions regarding their financial matters. They will gain insights into saving for future goals, managing debt, and making wise purchasing choices. By the end of the course, participants will have the necessary skills and understanding to make sound financial decisions that positively impact their lives.

Budgeting and Preparing for Independent Living

This course offers an interactive learning experience where participants actively participate in hands-on activities and simulated situations. Participants will receive guidance on preparing for a successful independent life by considering their financial responsibilities and planning for the future. They will explore various topics, including the advantages and disadvantages of renting versus owning a home, insurance's importance, and retirement planning strategies. Participants will develop the skills to understand and analyze utility bills, enabling them to manage their utility expenses effectively. They will also gain knowledge about energy usage, conservation, and methods for reducing utility costs. By completing this course, participants will become skilled in money management, wise budgeting, and making informed financial choices. Join us on this transformative journey as we work together to prepare for a prosperous future!

Introduction to Workplace Etiquette

This course covers various essential professional etiquette skills. The course explores considerations for interacting with others, including dressing appropriately and being mindful of workplace norms versus social situations. It also covers essential skills such as proper introductions and handshakes, conversation skills and small talk, and managing cultural differences in international business. The course delves into other areas, such as dealing with interruptions, effective business email and telephone etiquette, and conflict resolution. In addition to these interpersonal skills, the course also focuses on developing the qualities of a likable boss, understanding body language, building confidence and assertiveness, effective communication strategies, creative and critical thinking, crisis management, setting and achieving goals, handling difficult customers, improving self-awareness, managing workplace anxiety, and enhancing organizational skills. The course emphasizes the importance of these soft skills in the workplace and promotes accountability for personal and professional growth.

Workplace Safety

In this course, participants will explore the concept of workplace safety and the importance of maintaining a safe and healthy working environment for themselves and others. Safety in the workplace encompasses the well-being of individuals in their working environment: understanding how to keep safe in all situations, whether it be negative verbal interactions or a threat to the physical safety of our students while at work.

Another critical aspect of workplace safety is maintaining professionalism and discretion online. We will stress the importance of keeping work-related matters off social media accounts, sharing only pertinent information while conducting online job searches, and engaging in appropriate online behavior overall.

Addressing workplace bullying and harassment is also covered in this course. Participants will learn about the different types of bullying and harassment that can occur in the workplace, as well as strategies to prevent and address these issues. By understanding social cues and how to respond, we can help each individual learn what is appropriate and not appropriate in the workplace. The safety of each individual in this program is our foremost concern, and we take bullying in the workplace seriously; we do not expect any of our students to handle inappropriate behavior by themselves, and the importance of relying on management to take over when a situation becomes uncomfortable. This course goes hand in hand with Workplace Etiquette, as they stress appropriate communication, interactions, and physical safety while on the job.

Technology: Optimizing Your Online Job Search Experience

This comprehensive course empowers participants with the tools and techniques to enhance their online job-searching experience. By mastering these essential skills, students will significantly increase their chances of securing meaningful employment opportunities. Throughout the course, participants will develop various skills to effectively navigate employment websites, create online accounts, and conduct secure and successful job searches. Additionally, they will learn how to formulate a comprehensive job search strategy and explore diverse sources to expand their range of job opportunities. The course also emphasizes the importance of conducting thorough research on potential employers.

Introduction to Professionalism in the Workplace

In this course, participants will learn about the crucial role of professionalism in their interactions with peers and clients. The initial key to success in their chosen career is presenting themselves professionally. This course will assist individuals in comprehending and applying strategies that can elevate their professionalism. Participants will discover techniques to enhance their professionalism in appearance, verbal and written communication, attitude, and overall demeanor. The program will consistently emphasize the significance of professionalism in all aspects of work.

Professionalism and Hygiene in the Workplace

This course will emphasize the importance of personal hygiene and proper health practices in the workforce. Participants will learn about appropriate workplace dress codes, the significance of staying clean and well-groomed, and the importance of prioritizing personal hygiene. They will also gain insights into maintaining a clean and organized workspace, respecting personal boundaries, protecting confidential information, practicing email etiquette, and keeping work matters off social media. Individuals can establish a professional and healthy work environment by implementing these guidelines.

Interview Skills Resume Writing Portfolio Development

Individuals will be taught the principles and techniques to interview effectively, with strategies to increase effective communication and decrease anxiety as the core tenets. Individuals will be given the opportunity to participate in mock interviews to strengthen and improve their skills as they progress through the program. Individuals will develop, create, and update their resumes throughout the program to ensure their knowledge and experiences accurately reflect their achievements. Lastly, Individuals will build a vocational portfolio that chronicles, highlights, and accurately represents the vast knowledge and experience gained throughout the program.

What does Collaboration Station Value?

We believe that every individual has something to contribute to this world. We are here to help develop life skills through job training. This two-year work program combines on-site job training and weekly, small group sessions to review the work week, address any issues, and celebrate any achievements.

Safety is Paramount

Operating with a keen focus on safety, we ensure the highest standards:

- All instructors/volunteers are fingerprinted and must pass a thorough background check before employment.
- Keypad entry system for controlled access.
- Closed circuit security cameras for enhanced monitoring.
- Continuous supervision to maintain a secure environment.

Meet the Team

Rich Luft, M.S.

Rich Luft has provided vocational counseling and job development services in various clinical settings for the past 15 years. Rich received a Master of Science in Rehabilitation Counseling from the University of Scranton, specializing in Vocational Counseling for individuals with developmental and physical disabilities. He has worked as an Adjunct Professor, teaching courses that address disabilities in the classroom and vocational counseling for individuals with developmental, physical, and psychological disabilities. Rich applies his passion for helping students by providing vocational support to students in school districts across Long Island and individuals participating in self-direction services.

Amanda Caliendo, M.S.

For the past 15 years, Amanda Caliendo has provided one-on-one assistance in life skills training to students with disabilities in private residences and facilities. Amanda specializes in behavioral approaches and has dedicated her time to working with a diverse population of students in school districts across Long Island. By applying proven ABA therapy principles, she has provided direct client care in 1:1 and group settings, utilizing intensive teaching and natural environment training.

As a former Care Manager, Amanda has an extensive background providing support and service coordination assistance to hard of hearing, deaf, and developmentally disabled adults and children (under the New York State Office for People with Developmental Disabilities [OPWDD]). She has advocated for individual rights to benefits, entitlements, medical and recreational services, and access to transitional services for young adults aging out of school districts. Amanda has a Master's in early childhood education from the New York Institute of Technology.

Daniel Gatto, M.A., M. S. Ed., L-BCBA

Dan has been working with children diagnosed with Autism Spectrum Disorders since 2006. He received a master's degree in psychology from Queens College, as well as a graduate degree in Special Education from Touro College. Dan has been working as a Board-Certified Behavior Analyst (BCBA) since 2010 and is a Licensed Behavior Analyst in New York State. He has experience working with students from preschool to young adulthood. Daniel has held various positions within the field of behavior analysis, such as teaching assistant, special education teacher, home-based provider, parent trainer, home-based supervisor, early intervention (EI) team leader, school-based supervisor, school district consultant, and

program director. Daniel currently works as a Board-Certified Behavior Analyst (BCBA) for the Oyster Bay-East Norwich School District. He also holds a Doctorate in Administration.

Richie Spelatis B.A Physical Education Teacher/ Licensed Personal Trainer.

Richie Spelatis graduated from Adelphi University with a degree in Physical Education; Richie continued to enhance his skills by earning a Coaching Certificate and Personal Training License. His multifaceted involvement in education, coaching, and personal training reflects a deep-rooted dedication to fostering physical fitness and overall wellness in his community.

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