

Adult Life Training, Inc.  
Individual Study Plan

Interviewed By: \_\_\_\_\_  
Interviewer

Assigned to: \_\_\_\_\_  
Counselor

**Contact Information**

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

\_\_\_\_\_ City State ZIP

Telephone: \_\_\_\_\_  
Area Number

**Scheduling**

Employment Status:

**Currently Working**

- |                                       |                                       |  |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Monday AM    | <input type="checkbox"/> Monday PM    | <input type="checkbox"/> Monday Evening    |
| <input type="checkbox"/> Tuesday AM   | <input type="checkbox"/> Tuesday PM   | <input type="checkbox"/> Tuesday Evening   |
| <input type="checkbox"/> Wednesday AM | <input type="checkbox"/> Wednesday PM | <input type="checkbox"/> Wednesday Evening |
| <input type="checkbox"/> Thursday AM  | <input type="checkbox"/> Thursday PM  | <input type="checkbox"/> Thursday Evening  |
| <input type="checkbox"/> Friday AM    | <input type="checkbox"/> Friday PM    | <input type="checkbox"/> Friday Evening    |
| <input type="checkbox"/> Saturday AM  | <input type="checkbox"/> Saturday PM  | <input type="checkbox"/> Saturday Evening  |

**Will Start Working before coursework**

- |                                       |                                       |  |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Monday AM    | <input type="checkbox"/> Monday PM    | <input type="checkbox"/> Monday Evening    |
| <input type="checkbox"/> Tuesday AM   | <input type="checkbox"/> Tuesday PM   | <input type="checkbox"/> Tuesday Evening   |
| <input type="checkbox"/> Wednesday AM | <input type="checkbox"/> Wednesday PM | <input type="checkbox"/> Wednesday Evening |
| <input type="checkbox"/> Thursday AM  | <input type="checkbox"/> Thursday PM  | <input type="checkbox"/> Thursday Evening  |
| <input type="checkbox"/> Friday AM    | <input type="checkbox"/> Friday PM    | <input type="checkbox"/> Friday Evening    |
| <input type="checkbox"/> Saturday AM  | <input type="checkbox"/> Saturday PM  | <input type="checkbox"/> Saturday Evening  |

**Not Working – other commitments**

- |                                       |                                       |  |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Monday AM    | <input type="checkbox"/> Monday PM    | <input type="checkbox"/> Monday Evening    |
| <input type="checkbox"/> Tuesday AM   | <input type="checkbox"/> Tuesday PM   | <input type="checkbox"/> Tuesday Evening   |
| <input type="checkbox"/> Wednesday AM | <input type="checkbox"/> Wednesday PM | <input type="checkbox"/> Wednesday Evening |
| <input type="checkbox"/> Thursday AM  | <input type="checkbox"/> Thursday PM  | <input type="checkbox"/> Thursday Evening  |
| <input type="checkbox"/> Friday AM    | <input type="checkbox"/> Friday PM    | <input type="checkbox"/> Friday Evening    |
| <input type="checkbox"/> Saturday AM  | <input type="checkbox"/> Saturday PM  | <input type="checkbox"/> Saturday Evening  |

Assigned Weekly Appointment day and time:

Comments:

Last name

First Name

Next Review

Updated

written

**Individual Study Plan (ISP)**

Adult Life Training, Inc.  
Individual Study Plan

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First name

\_\_\_\_\_  
Date

**Objective and Solution Development**

Problem Description:

**Quick Answers – just check the box, or fill in above**

- Employment (need computer job skills)
- Employment (need social skills)
- Not Employment related
- Other

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Goal:

Plan:

- CS002 Beginners
- CS007 Internet & Search
- CS006 Formatting Text
- CS011 Multiple Windows
- CS010 Files
- CS004 Spreadsheet
- CS003 Word Processing
- CS014 Presentation
- CS005 WebMail
- CS016 On-Line Chat
- Other \_\_\_\_\_

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Deadline:

Milestone	Date	
	Projected	Completed
CS002 Beginners		
CS007 Internet & Search		
CS006 Formatting Text		
CS011 Multiple Windows		
CS010 Files		
CS004 Spreadsheet		
CS003 Word Processing		
CS014 Presentation		
CS005 WebMail		
CS016 On-Line Chat		
Other		

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A Dream is only a Dream --  
A GOAL is a Dream with a PLAN and a DEADLINE.

## Check Sheet

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Name

Adult Life Training, Inc. provides computer job skills training. No matter how hard we try, your success ultimately comes from YOUR actions, and we cannot "make" anyone successful. In able to succeed, everyone must have FIVE things:

1. Do you know WHAT to do?
2. Do you know HOW to do it?
3. Do you know WHY to do it?
4. Do you have the necessary resources?
5. Is there a two way ACCOUNTABILITY in place?
  - a. We help you
  - b. You work diligently to master the material

WHAT are you to do?

HOW will you do it?

WHY are you to do it?

WHAT resources do you need? Are they available?

Who is your mentor / counselor?

When is your next review?

"I understand that my personal success is my responsibility. So long as I am participating at Adult Life Training, I will try my best to follow direction and succeed."

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Participant Signature

A Dream is only a Dream --  
A GOAL is a Dream with a PLAN and a DEADLINE.

**Individual Study Plan**  
**Instructions for Use**

Form is © 2004 Adult Life Training, Inc. and released under a Creative Commons Attribution License.  
All parties may use this form without payment of any kind. End user accepts all risk with use.  
See Creative Commons web site at <http://creativecommons.org/licenses/> for details.

1. Side One (Sheet "Page 1") is the side with the heavy black bar which reads Individual Study Plan (ISP)
2. The form should be filed with this bar UP and facing the front.
3. Form MUST be completed upon each clients initial visit.
4. Form MUST be reviewed at 30 day (or less) intervals.
5. File each form or a copy thereof in folders by DAY of Appointment.
6. Form should be updated during each appointment.
7. Forms for persons who miss their appointment should be removed into a FOLLOWUP folder and those persons contacted the next day.

FRONT SIDE

A. Have the client provide their contact information on side one at the top. Copy the name to the boxes under the black bar marked First Name, Last Name. Interviewer is the clinician. Assigned To is the mentor. If mentor is not yet known (personality match required) leave blank.

B. Clinician then verifies the information is readable and makes sense. If the phone number is private, the clinician should write PRIVATE next to the phone number.

C. Clinician then asks client which days they are employed and places a check in the box next to the times the client is employed in the 1<sup>st</sup> box, "Currently Working"

D. Clinician follows the same process to mark times the client will be working (2<sup>nd</sup> box) or times client must care for an elder, report of dialysis, or other planned commitment

E. The purpose of these boxes is to identify when the client definitely CANNOT have an appointment, and to eliminate confusion when setting the appointment – only a certain number of appointment slots are available – client needs to come when we are able to help them, within reason and considering their genuine prior commitments.

F. Clinician assigns an appointment time to client, when agency has an opening and client is able to attend. WRITE this appointment in the box such as "MONDAY 9:00"

G. Appointment will be consistently at same time every week to help client develop a regular routine.

BACK SIDE

A. Clinician copies client first and last name to blanks at top of page, and dates page in provided place at top.

B. Clinician learns from the client exactly what problem the client wants to solve. This may simply be need for a job, or a desire to learn how to use the Internet. The check boxes under the Problem Description box may be used if they adequately and succinctly elucidate. If you need to use the box, keep it short and to the point or you'll have trouble enumerating the goals to solve this problem.

C. Clinician succinctly elucidates the goal in the GOAL box. The goal is how to solve the problem. If the problem is "I need employment" the goal is "Get computer skills so I can get employment"

D. Clinician marks the curriculum elements (modules) needed to achieve the goal in the PLAN box. Normally we would mark all elements and "test out" of items the client has already mastered in the first mentoring session.

E. Clinician marks a reasonable deadline goal in the DEADLINE box for the first required module. Deadline should be updated each time a module is completed.

F. Tutor / Mentor updates PLANNING section in ISP after each session.

Typical times for a 60 year-old Senior to complete each module are as follows:  
Younger clients will finish sooner.

CS002 Beginners	1 session
CS007 Internet & Search	1 session
CS006 Formatting Text	1 session
CS011 Multiple Windows	1 session
CS010 Files	3 sessions *
CS004 Spreadsheet	6 sessions
CS003 Word Processing	3 sessions
CS014 Presentation	2 sessions
CS005 WebMail	1 session **
CS016 On-Line Chat	1 session **

\* The Physical aspects of Files can be skipped if necessary. This may hurt client adaptability because they will be memorizing what to click on the exact computer screen before them, which screen will change over time as software changes.

\*\* web mail is often merged with on-line chat into one session

NOTES: Every module has the goals at the beginning and a test at the end. When people think that they already know the material in any module, verify their mastery of the material by administering the test at the end of the module. If they can do every skill, pass them and mark it completed on their ISP. If they cannot do every skill, either tutor in the missing skills or teach the module depending upon how much information they are missing. Most people will realize they don't know the material once they cannot do the steps on the test, but you can also let them plow ahead with knowledge missing if they insist and fill in the missing knowledge each time they hit a roadblock. Try to keep the client engaged as a priority and trust that the rest will come as needed.

The CHECK SHEET may be used to verify that the client does in fact understand the content of the first session where the ISP is explained. Have them fill in the check sheet while you step out of the room "to make you a copy" of the ISP. This will give them time to answer the five questions without your help.