

## Sample Timetable

### Preparation for the Future (16-20 years old)

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00	Check-in, Exercise and Morning Rota				
08:15	<p style="text-align: center;"><b>Work Right</b></p> <p>Health and safety, Knowing your rights, Responsibilities at work, Teamwork, Getting help</p>	<p style="text-align: center;"><b>Digital Literacy</b></p> <p>Using computers, Using the internet, Communicating digitally in the world of work, Data security and internet safety, Word Processing, Using Spreadsheets and Formula, Creating presentation</p>	<p style="text-align: center;"><b>Developing Communication Skills</b></p> <p>Verbal and non-verbal communication across daily activities such as going shopping, interviewing, asking for direction, giving presentation</p>	<p style="text-align: center;"><b>Internal Work Experience</b></p> <p>Career clarity and personal growth, Responsibilities, Communication, Teamwork, Resume enhancement, Confidence building, Workplace etiquette</p>	<p style="text-align: center;"><b>Budgeting and Money Management</b></p> <p>Income and expense, Budgeting, Saving methods, Financial risk, Financial services and products, Personal data, Tax system in Thailand, Using a bank account</p>
09:45	Morning Break & Snack				
10:15	<p style="text-align: center;"><b>Meal Preparation and Baking</b></p> <p>Life skills cooking, Basic culinary skills, Recipe reading and following, Time management, Meal planning, Healthy eating lifestyle</p>	<p style="text-align: center;"><b>Self-Advocacy</b></p> <p>Knowing one's rights and responsibilities, Speaking up for oneself, Making decisions, Being assertive</p>	<p style="text-align: center;"><b>Community Trip</b></p> <p>Planning and budgeting, Time management, Communication, Navigational skills, Emergency plan, Teamwork, Problem solving</p>	<p style="text-align: center;"><b>Personal Safety and Internet Safety</b></p> <p>Personal data, Password management, Social media safety, Online communication, Secure websites, Reporting and seeking help</p>	<p style="text-align: center;"><b>Snack Shop Enterprise</b></p> <p>Entrepreneurial skills, Budgeting, Selling and marketing, Cash handling, Basic accounting, Poster design, Problem solving</p>
11:45	Lunch Break				
12:45	<p style="text-align: center;"><b>Going to College and Peer Mentoring</b></p> <p>Preparation for a college life, Peer mentoring leadership, College resources, Time and stress management, Self-study skills, Technology skills</p>	<p style="text-align: center;"><b>Work Experience: Customer Service</b></p> <p>Communication, Interpersonal skills, Problem solving, Time management, Following work log and instructions, Teamwork, Self-confidence and Self-esteem</p>	<p style="text-align: center;"><b>Digital Media Design</b></p> <p>Design principles, Graphic design, Web design, Digital imaging and photography, Video editing, Portfolio development</p>	<p style="text-align: center;"><b>Team Building &amp; Communication</b></p> <p>Active listening, Conflict resolution, Collaboration, Time management, Adaptability, Leadership and followership, Problem solving</p>	<p style="text-align: center;"><b>Independent Living</b></p> <p>Basic self-care and daily routines, Cooking basics, Paying bills, Financial plan, Safety awareness, Public transportation, Emergency, Basic first aid</p>
14.15	Social Time and Afternoon Rota				