



Figure 6. Areas of Documentation, the icons that represent them, and goals for participants

Ten Tips for Success

Working in the field of human services, the staff member is confronted with a myriad of employment obligations, paperwork and required job skills. Attention to these is necessary, but staff must remember that their relationships with the persons they serve and support are key to a positive learning atmosphere. **Creating a Meaningful Day** lesson plans provide activities that help staff members not only teach useful skills but promote healthy relationships.

1. *Allow for alternate plans.* Lessons are designed to last one hour; however, this may vary according to participants' skill levels. If the lesson is not completed in the allotted time, simply carry it over to another slot in the schedule. Or, complete it the following day. Always have music selections available for participants to enjoy in case the activity lasts less than an hour. **Chase's Calendar of Events** by William and Harrison Chase also offers ideas for moments when participants are unoccupied. It includes interesting information about special events or annual celebrations for each day of the year. In addition, Chase's Web site at www.mhprofessional/category/?cat=3 provides a quick way to identify holidays or events celebrated on the current day or week.