

WORKPLACE READINESS TRAINING PACKAGE

 Digital Materials

WEN Workforce
Excellence
Network
National Technical Assistance Provider



Social Skills, Job Search Skills, and Independent Living Skills are necessary to be successful members of the community.

This multimedia series provides key job search and life skills for those preparing to find a job and live in the real world.



Approved and validated by the U.S. Department of Education and a National Dropout Prevention Network Model Program.

PROGRAM COMPONENTS

Each multimedia module in this unique series contains two differentiated levels of instruction: 3rd-4th grade reading level and 6th-8th grade reading level.

Package Contents:

- Digital files for each level of instruction
- DVD
- Instructional Guide
- Skill-Based Competencies
- Interactive PowerPoint Pre-Post Tests
- Tutorial PowerPoints
- Certificates of Completion

Package Highlights:

- Differentiated, Competency-based instruction.
- Technology compatible!
- Easy to use and administer.
- Complete units with over 10 hours per level.
- Assistive technology-audio reads thru lower level PowerPoints

The site license provided with this package enables the materials to be downloaded onto one mobile device for use in multiple classrooms.

SPECIFIC SKILLS INCLUDE:

1. Social Skills
2. Verbal and Non-Verbal Communication
3. Written Communication
4. Positive Attitudes in Getting a Job
5. Expectations on the Job
6. Teamwork
7. Developing a Resume
8. Completing a Job Application
9. Interviewing for a Job
10. Time Management
11. Living On Your Own
12. Managing Your Money

IMPLEMENTATION TRAINING OPTIONS:

Materials implementation training is offered to assist service providers with a full understanding of the materials and key strategies for effective implementation. Both onsite and online options are available.

ONSITE TRAINING PACKAGE:

Includes Nationally Certified Trainer On-site per day, Training Manuals, Toll Free Phone Support, and Site Support Survey

ONLINE TRAINING PACKAGE:

Includes Nationally Certified Trainer, Training Manuals, Toll Free Phone Support, and Survey Follow-Up