

ACHIEVE LIFE SKILLS

 Digital Materials



achieve: life skills
Life Ready.

Students need independent living skills to be successful members of the community.

Achieve Life Skills is broken into four series that provide key job prep/employability skills and life skills for learners to prepare them to find a job and live in the real world. Each title contains two differentiated levels of instruction: 3rd-4th grade reading level and 6th-8th grade reading level.

Highlights:

- Differentiated, Competency-Based Instruction
- Digital Files for Technology Compatibility
- Easy to Use and Administer
- Complete Units with over 10 Hours Per Level
- Assistive Technology - Audio Reads Thru Lower Level PowerPoints

CURRICULUM COMPONENTS

- Instructor Notes
- Student Competencies
- Interactive PowerPoints
- Pre-Post Tests
- Tutorial PowerPoints
- Functional Academic Worksheets
- Word Search and Matching Worksheets
- Scope & Sequence
- Rubrics
- Certificates of Completion
- Assessment Checklist



SUCCESS STORY

"After completing the Measurements and Renting an Apartment programs, our students went apartment hunting. They selected the appropriate apartment, measured and shopped for furniture to fit! They had a great time and could apply what they learned to real life!"

Lori Dyer, Founder & Director
Believers Academy
West Palm Beach, FL

2 Levels of Instruction

62 Titles

450+ Competencies

1000+ Hours of Instruction



BANKING: CREDIT & LOANS



LS973

The topic of credit and loans is increasingly complicated for us all. Students will benefit in many ways from basic instruction in these areas. This multimedia module helps students understand how to get a loan, maintain good credit and make monthly payments.

Competencies Include:

- Define Terms (such as Liability, Garnishment and Revolving Credit)
- Explain the Importance of Collateral
- Discuss Why It's Important to Have Good Credit History
- Explain Why Banks Care About Your Capacity/Character
- Complete a Credit Application
- Describe Why it is Important to Have a "Co-Signer"
- Calculate Monthly Payments



LS974

BANKING: CHECKING & SAVINGS

With the instruction in this multimedia module, students learn the basics needed to make deposits and withdrawals, write a check and compare monthly bank statements to a checkbook ledger. This module also covers important terms and definitions.

Competencies Include:

- Define Terms (such as Transaction, Withdrawal, Deposit and Overdrawn)
- Explain the Differences between Checking and Savings Accounts
- Explain How to Open a Bank Account
- Describe How to Write a Check
- Reconcile a Ledger



LS975

RENTING AN APARTMENT

Renting one's first apartment can be even more successful with the helpful information covered in this multimedia instructional module. Students will learn how to search for an apartment, consider an affordable rent and ask questions about leases and deposits.

Competencies Include:

- Define Terms (such as Lessor, Lessee and Landlord)
- List Types of Apartments
- Contrast "Furnished" versus "Unfurnished" Apartments
- Explain Why it is Important to Pay Your Rent On Time
- Explain What it Means to Break a Lease
- Define "Security Deposit"
- Explain What it Means to Have a Roommate
- Explain Why it is Important to Check for Damages Before Signing a Lease



LS976

SKILLS FOR BUYING A CAR

Shopping for an automobile can be fun and challenging. Students will be up to the task with the instruction from this multimedia module. They will learn valuable practices such as how to decide a car type, how to make a checklist before decision time, how to check out a car before buying and how to pay for a car.

Competencies Include:

- Define Terms (such as Trade In, Negotiate and Blue Book)
- Explain the Importance of Car Insurance
- Determine What Type of Car is Right for You
- Discuss the Blue Book Value of a Car
- Decide Whether to Sell or 'Trade In' Your Car
- List Ways to Pay for a Car
- Compare Interest Rates When Financing



LS978

LIVING ON YOUR OWN

Independent living is a major step in the life of a young person. Help students prepare with the multimedia instruction in this module. Students will gain knowledge of important concepts such as making a budget, meeting new people and cleaning a living space.

Competencies Include:

- Define Terms (such as Premises, Security Deposit and Landlord)
- Make a Budget
- Describe What to Include in a Budget
- Explain Why it is Important to Pay Bills on Time
- Contrast Apartment Complex vs. Duplex
- Explain How to Make an Apartment-Hunting Checklist
- Explain Why it is Important to Keep Your New Home Clean
- Describe Ways and Places to Meet New People



LS979

LIFE SKILLS FOR THE TELEPHONE

Good telephone skills are helpful to people of all ages. This multimedia module will provide students with the basics needed to find a telephone number, handle a persistent telemarketer and understand who pays for different types of calls.

Competencies Include:

- Explain How to Use the Phone Book
- Describe How to Answer the Phone
- Explain How to Use Area Codes
- Describe How to Leave a Message
- Explain What Type of Information Not to Give Out Over the Phone



LS980

GETTING AROUND

In our modern world, we all need to go places across our communities. Students receive multimedia instruction from this module on topics including navigating an area, estimating travel time and advantages/disadvantages of various modes of transportation.

Competencies Include:

- Explain Methods of Finding Your Way Around
- Discuss Methods of Getting Where You Want to Go
- Describe How to Ask for Directions
- Describe How to Use a Map
- List Types of Public Transportation
- Estimate Travel Time
- Explain How to Manage Time When Trying to Get Somewhere
- Explain Time Zones



LS982

CONSUMER SHOPPING

Smart consumer habits are important to making every dollar count and improving quality of life. In this multimedia module, students learn how to plan and organize a grocery trip, compare prices and read a food label for nutrition and cost per unit/serving facts.

Competencies Include:

- Explain Steps to Being a Smart Consumer
- Set and Keep a Budget
- Describe How to Find and Use Coupons
- Define "Price per Unit" and "Cost per Serving"
- Explain How to Compare Prices
- Explain How to Find the Best Buys within a Store
- List Information on a Food Label
- Explain the Importance of "Net Weight"



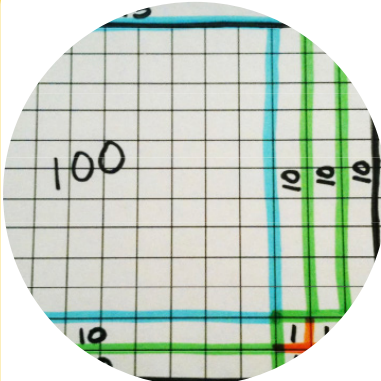
LS1001

TIME MANAGEMENT

Time Management is a key to success in many areas including school, work, home and at play. This program is designed to help students learn to understand schedules and how to effectively manage time.

Competencies include:

- Define key vocabulary terms (such as Prioritize, Schedule and Procrastinate)
- Identify time management strategies
- Create a schedule
- Identify activities that can distract from tasks
- Set long and short-term goals
- How to manage interruptions



LS1002

PERIMETER AND AREA

How much fence do you need for the dog run? How much grass seed do you need for a yard? How much carpet to buy for a room? With this program, students will learn how to easily calculate perimeter and area and how to use these calculations to solve different real-life problems.

Competencies include:

- Define key vocabulary words
- Explain how to determine the perimeter of a square, triangle and rectangle
- Explain how to determine the area of a square, triangle and rectangle
- Use correct formulas to solve real-world problems



LS1003

CUSTOMER SERVICE

Businesses depend and thrive on great customer service! This program will get your students customer-ready by providing valuable instruction on what customer service means and the importance of listening, smiling and speaking appropriately to customers, as well as always conveying an attitude of genuine helpfulness!

Competencies include:

- Define key customer service terms
- Explain why customer service is important to a business
- Identify ways to provide good customer service
- Identify differences between good and bad customer service
- Role play opportunities to provide great customer service



LS1006

LAUNDRY

Everyone needs to know how to do the laundry. This module is designed to help students learn how to do their own laundry and covers everything from reading the washing instructions on laundry labels and pre-treatment to proper washing and drying techniques.

Competencies include:

- Explain how to prepare clothes for washing
- List and describe the three most common washing cycles
- List the most common sorting groups for laundry
- Explain the guidelines for using detergent, fabric softener and bleach
- Describe how to eliminate or reduce wrinkles in clothing



LS1008

USING MONEY

Money makes the world go around! This program enables students to identify coins and bills, make change in real-life situations and recognize common money terminology.

Competencies include:

- Identify coins and their value (penny, nickel, dime, quarter, half-dollar and dollar)
- Exchange coins and bills of equivalent value
- Count unlike coins up to \$20.00
- Identify and count bills from \$1.00 to \$20.00
- Recognize and use common money terminology
- Add like and unlike bills and coins to express dollar and cent notation
- Make change in real-life situations



LS1009

KITCHEN SAFETY

Taking safety precautions in the kitchen is a priority. Preventing food-borne illnesses, burns, cuts and falls is important to a safe, clean kitchen.

Competencies include:

- Define "food-borne illness" and "sanitation"
- Identify three ways that people can become infected with a food-borne illness
- Identify ways to stay safe in the kitchen
- Explain when to use proper hand washing
- Identify two ways to prevent burns
- Identify four ways to prevent falls
- Identify four ways to prevent cuts
- Identify ways to properly store and thaw food
- Describe how to store hazardous and toxic chemicals



LS1010

KITCHEN TOOLS

Welcome to the kitchen! Kitchen Tools teaches students about the importance of safely using tools and appliances in the kitchen. From hand washing and food handling, to using blenders, mixers, and processors, this package has it all!

Competencies include:

- Identify the importance of hand washing before using kitchen tools
- Identify and describe three danger zones
- Describe the four processes of food prep (cutting, peeling, grating and crushing) and the tools needed for each
- Explain the importance of using a cutting board and why separate boards are needed
- Identify and describe safety procedures when using basic cooking equipment



LS1011

MEASUREMENTS

This module provides instruction in units of measure for capacity, dimension, time and weight. These basic math skills will not only help students in math class, but may help them in their career choice, too. Let's get measuring!

Competencies include:

- Define "measurement" and "equivalencies"
- Name seven units used to measure capacity
- Name four units used to measure dimension
- Name seven units used to measure time
- Name three units used to measure weight
- Convert equivalencies using different forms of measurement



LS1012

BAKING MATH

Baking Math teaches the student how to follow a recipe, recognize common units of measurement that bakers use and practice using fractions and equivalents.

Competencies include:

- Name seven units of measurement bakers and chefs use every day
- Describe how to increase a recipe for more people
- Name three cooking measurement equivalents
- List the two parts of a fraction and define each part
- Compute common equivalent fractions used in baking



LS1022

SALES TAX, DISCOUNTS & TIPS

With this curriculum, students will learn what sales tax, discounts and tips are, how to calculate them and where to locate them on their receipts. Students will learn the distinctions between these concepts. They will learn that sales tax is an increase to the cost of the item or service, discounts are a decrease to an item or service and tips are monetary rewards for good service.

Competencies include:

- Define Key Terms (such as Sales Tax, Discounts and Tips)
- Explain Purpose of Sales Tax, Discounts and Tips
- Contrast Retail Price, Discount and Sale Price
- Explain what a Receipt is and How to Read it
- List Professionals who Typically Receive a Tip
- Describe Accepted Tipping Ranges for Service Industries
- Solve Practical Math Problems Involving Percentages



LS1025

STUDY SKILLS

Empower students to increase their ability to learn and to improve their grades. With this curriculum, students will learn the specific steps for studying effectively. They will learn how to take good notes, make study guides, make flash cards and memorize important information. They will also learn that it is not always the amount of time but the quality of time spent studying that will make their studying efforts successful.

Competencies include:

- Define Key Terms (such as Study Guide and Study Group)
- Describe a Good Study Environment
- Describe how Class Notes Help a Student Study
- List Ways to Memorize
- List Ways to Improve Studying



LS1026

GENERAL HOUSEKEEPING TIPS

With this curriculum, students can quickly learn the tools and procedures to help keep their living quarters clean and well maintained. They will learn housekeeping functions, how often to perform them and the importance of these steps to their good health. Students will also learn how to shop effectively for the types of products that will work the best for different housekeeping functions.

Competencies include:

- Describe Proper Procedure for Dusting and Vacuuming
- Explain the Importance of Regularly Putting Items in their Proper Place
- Explain the Importance of Cleaning Regularly including the Health Benefits
- Explain What Needs Weekly Cleaning and Why
- Explain What Needs Monthly Cleaning and Why



LS995

PLANNING HEALTHY MEALS

French fries and a chocolate milkshake do not make a nutritious meal. In this module, students will learn about the different food groups and the guidelines to building a healthy food plan.

Competencies Include:

- Explain the 'MyPlate' food plan
- List and describe the food groups from the 'MyPlate' food plan
- Describe foods to increase and decrease for a healthy plate
- Define calorie and nutrition
- Describe portion size and give examples of five common portion sizes
- List the guidelines to build a healthy plate
- Compare and contrast "bad fats" (or solids) and "good fats" (or oils)



LS996

WEIGHT CONTROL & PHYSICAL ACTIVITY

At various points in their lifetimes, students may struggle with being underweight or overweight. Unhealthy weight behaviors are an ever-growing concern for our school-aged population and difficult for many students to talk about. In this module, students will not only learn the difference between underweight, healthy weight, overweight and obese, but they will learn the importance of physical activity.

Competencies Include:

- Explain emotional eating and the relationship to comfort food
- Contrast physical hunger and emotional hunger
- Describe the purpose of a food journal and list the things that should be included
- Define empty calories and give five popular sources
- Describe and give examples of different types of physical activity
- List health risk factors of being overweight



LS997

HEALTHY SNACKS

What do students typically grab as a snack when they get home from school? Is it a bag of potato chips ready to be opened or an apple waiting to be cut up? Healthy snacks are essential for busy students to keep their energy level high and their mind alert. This module will explain the difference between snacks with empty calories and snacks that provide nutritional value.

Competencies include:

- Define calorie, nutrients, obesity and empty calories
- Contrast the terms: 'complex carbohydrates' and 'simple carbohydrates'
- Describe how you can resist the temptation of eating unhealthy snacks in your home
- List five guidelines for avoiding unhealthy snack habits
- List five healthy snack options



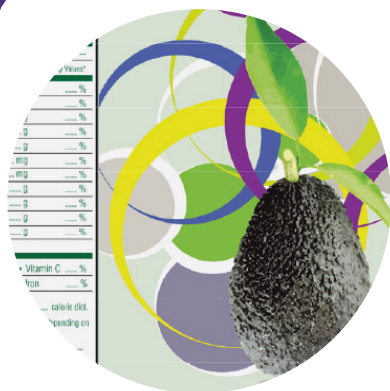
LS998

HEALTHY MEALS ON A BUDGET

It's a challenge to develop healthy meals while on a budget. This program helps students learn the steps to save money on food while maintaining a healthy lifestyle.

Competencies include:

- List three main steps to save money on foods you eat
- Describe the steps in making a grocery list
- Explain the grocery store design and how to save money by understanding the design
- Explain the 'MyPlate' food graphic
- Define bulk foods and staple foods and give an example for each
- List and describe several ideas in preparing foods that will save money
- List five common substitutions to make foods healthier and cheaper



LS999

FOOD LABELS

Every food product package has one, but what do food labels really mean? This program is designed to help students learn about the information found on food labels and how it will help them make wise food choices.

Competencies include:

- List the required information on food labels
- Define key vocabulary words (such as Calorie, Nutrient and Trans Fat)
- Explain “% Daily Value”
- Define gram and milligram
- Contrast the terms: “bad fat” and “good fat”
- List five other names for sugar that might be found on food labels
- Define “health claim” and give examples



LS1004

ACTIVE RECREATION

This module is designed to help students learn what active recreation is, its benefits to their health and the many different forms of active recreation. In addition to exploring active recreation, students will learn how to find active recreational opportunities.

Competencies include:

- Define the word “recreation”
- Define the term “active recreation”
- Explain the benefits of active recreation
- Identify at least three active recreational activities
- Describe the process of locating active recreational opportunities
- Learn how to access the opportunities once they are located



LS1005

PASSIVE RECREATION

Passive recreation such as photography, culinary arts, cake decorating and computer design offer all kinds of benefits, including stress relief. This program is designed to help students learn about passive recreational opportunities, what they are and how to find the recreational opportunities that are right for them.

Competencies include:

- Define key terms (such as Recreation, Balance and Hobby)
- Identify benefits of passive recreation
- Identify examples of passive recreation
- Describe how to locate passive recreational opportunities



LS1007

DANGERS OF TOBACCO

According to the Center for Disease Control, more than 443,000 people die each year from smoking-related illnesses. Most lung cancers can be prevented by not smoking. This program outlines the health hazards of using any form of tobacco. Say no to tobacco!

Competencies include:

- Define “nicotine”
- Describe three effects that nicotine has on the body
- List five health problems related to the use of tobacco products
- Define “secondhand smoke” and describe its dangers
- List two health issues related to smokeless tobacco
- List two ways to quit smoking



LS1018

BASIC FIRST AID

Knowing first aid can save lives. With this curriculum, students will learn the basic steps they need to aid themselves and others with minor injuries and medical emergencies. They will also learn how to assess an accident scene and to only perform those skills that they have been taught. Students will learn when to call 911 for assistance.

Competencies include:

- Define Key Terms (such as First Aid, Medical Emergency and Consent)
- Identify a Medical Emergency
- Explain Universal Precautions
- Describe First Aid Procedures for a Wound or Cut
- Identify and Describe Types of Burns & Fractures
- Identify First Aid Procedure for Choking Victim
- Describe Information to Gather from a Scene Assessment



LS1019

BASIC HYGIENE

With this curriculum, students can quickly learn the basic hygiene fundamentals of body, hair and clothing care. Students will learn what hygiene is and why it is important. They will learn basic hygiene steps that should be performed daily and others that should be done on a regular basis.

Competencies include:

- Give Reasons for Having Good Hygiene
- List Hygiene Products to be Used Daily
- List Hair Care Steps
- Explain to a Friend How to Correctly Wash His or Her Hands
- Explain Situations that Might Alter a Daily Hygiene Routine
- Discuss the Importance of Clean Clothing



LS1020

DANGERS OF ALCOHOL

With this curriculum, students will learn the risks of alcohol on the mind and body. Students will learn that different people react differently to alcoholic drinks and that no kind of alcoholic drink is "safer" than others. Students will also learn to never drink and drive or allow others to drink and drive. Students will learn how to respond when offered alcohol.

Competencies include:

- Describe Factors that Influence a Person's Reaction to Alcohol
- Describe Driving Skills that are Affected by Alcohol
- Explain what it Means to be Above the Legal Limit for Drinking
- List Dangers of Drinking Alcohol Before the Age of 21
- List Health Problems Associated with Excessive Alcohol Use
- Describe What to Do if You or Someone You Know has a Drinking Problem
- Explain What to Do if Someone Offers You Alcohol



MM990SL

CYBERBULLYING

Cyberbullying is bullying that takes place using electronic technology. As communication technologies advance rapidly, cyberbullying has become an area of concern in schools. The National Crime Prevention Council reports that cyberbullying is a problem that affects almost half of all teens. In this module, students will learn how cyberbullying is different from bullying and how to prevent it from happening.

Competencies include:

- Discuss three ways cyberbullying is becoming a problem
- List eight ways parents can help prevent cyberbullying
- Discuss five ways schools can prevent cyberbullying
- List six feelings victims of cyberbullying experience



MM991SL

BULLYING

Bullying is a common experience for many students. The Center for Disease Control & Prevention reports that 20% of students in grades 9-12 experience bullying. In this module, students will learn how to identify the warning signs when someone is being bullied, the different types of bullying, and how to cope with being bullied.

Competencies include:

- Explain bullying
- List three types of bullying
- Name three positive strategies someone who is being bullied can utilize
- Describe how a bystander can help prevent bullying
- List three ways to report bullying



MM992SL

INTERNET SAFETY

The internet is a wonderful resource for students, but access can also pose risks. Internet safety can ensure that students are alert and protected online. In this module, students will learn how to be careful online by protecting their personal information and practicing safety on social networking sites.

Competencies include:

- Discuss the importance of never giving out personal information on the internet
- Discuss safe ways to meet someone you've met on the internet
- List five risks to teenagers and children who use the internet
- List three dangers when using email on the internet
- List four safety tips for social networking sites



MM993SL

PROBLEM SOLVING

Employers look for employees who are positive and also possess good problem solving skills. In this module, students will discuss the importance of having good problem solving skills on the job and learn how to be good problem solvers!

Competencies include:

- Describe the steps in solving a problem
- Describe the concept of brainstorming
- Give examples of how brainstorming can be used in the job world
- Describe how to develop an action plan for solving a problem



MM994SL

CONFLICT RESOLUTION

Arguing with someone at school or at work can be discouraging. When conflict is handled in a respectful, positive way, it provides an opportunity for growth and development. This is called conflict resolution. In this module, students will identify and demonstrate anger management strategies and participate in a simulated conflict resolution activity.

Competencies include:

- Identify three different types of conflict
- Define the term “compromise”
- Define “brainstorming” and explain its importance in the conflict resolution process
- Define “perspective” and describe its importance in the conflict resolution process
- Describe active listening



MM1000SL

SELF-ESTEEM

Everyone should feel good about themselves, but that is not always the case. This program is designed to help students understand what self-esteem is, learn how to create positive self-esteem and the ways to improve self-esteem.

Competencies include:

- Define self-esteem
- Define self-image and what role it plays in self-esteem
- Distinguish between things that can be changed and those that cannot
- Determine personal values
- Create action steps to improve self-esteem



MM1013SL

FRIENDSHIP BASICS

To have a friend, you must first be a friend! Friendship Basics demonstrates the qualities that students must possess to be a good friend. These include being trustworthy, having open communication and keeping in contact with friends.

Competencies include:

- Describe places to meet new friends
- Explain the importance of being loyal, honest and trustworthy in a friendship
- Explain why listening and good communication skills are important parts of being a good friend
- Explain what to do when you have a disagreement with a friend



MM1014SL

TEAMWORK

Effective teamwork brings groups of people together to work toward a shared goal. This module helps students learn what makes an effective team, how communication is key and how to treat others with respect even if you disagree.

Competencies include:

- Define “teamwork”
- List six characteristics of an effective team
- Discuss why communication is important to a team
- Discuss why teams should share a common goal
- Describe what it means to treat all team members with respect



MM1015SL

SERVICE LEARNING

Service Learning helps students develop strong character traits such as being trustworthy, respectful, caring, reliable and a good citizen. Students learn to work together and gain valuable social skills with the instruction in this package. They also learn how to be creative and how to solve problems.

Competencies include:

- Discuss ways service learning helps someone experience learning
- Explain why teamwork is important in service learning
- List six character traits that service learning helps develop
- Provide examples of service learning for students of all ages



MM1016SL

SOCIAL SKILLS

To be successful at work and play, you must have good social skills! This package prepares students to act appropriately in social situations and helps students learn how to improve on those skills. Instruction includes both verbal and non-verbal forms of communication.

Competencies include:

- Define "social skills"
- List four correct social skills
- List examples of inappropriate traits and discuss how to improve on them
- List ways to build social skills in easy steps
- List ways and places to practice good social skills
- Explain why social skills are important in life



MM1017SL

SHOWING RESPECT

To earn respect, students must learn to treat others the way they want to be treated. With this curriculum, students will learn how to show others respect at school and work. Students will learn that by showing respect to others they will, in return, be shown respect. Students will also learn the importance of self-respect.

Competencies include:

- Define Key Terms (such as Respect and Self-Respect)
- Discuss Listening as a Form of Respect
- List Ways to Show Respect at School
- List Ways to Show Respect at Work



MM1021SL

DIVERSITY AWARENESS

With this curriculum, students will learn to accept others for who they are and what they believe regardless of differences in looks or beliefs. Students will learn about stereotyping. Students will also learn that discrimination is when you do not let people fully participate because of how they look, talk, or what they believe. Students will learn to treat others the way they would like others to treat them.

Competencies include:

- Define Key Terms (e.g., "Diversity," "Prejudice," "Stereotype," "Discrimination")
- Provide Examples of a Diverse Work Environment
- Explain What to do if They See Someone Practicing Discrimination or Prejudice
- Explain the Concept of Stereotyping
- Explain the Law Against Discrimination
- Explain Ways to Embrace Diversity



MM1023SL

SELF-DETERMINATION

With this curriculum, students will learn how to take control of their own lives and take steps in the direction of their personal goals. Students will first assess themselves and look at who they are, what they like to do and where they want to be in life. They will look at their strengths and weaknesses and make decisions about where to focus their energy. They will then learn how to speak up for themselves and set goals.

Competencies include:

- Define Key Terms
- Explain the Importance of being Passionate about Goals
- List Personal Goals
- List Resources Available to Achieve Personal Goals
- List ways to Achieve Personal Goals



MM1024SL

WORKPLACE BULLYING

No one should feel uncomfortable at work. In this module, students will learn that workplace bullying can include insulting language, isolating a person, and embarrassing a person. Students will also learn how to recognize bullying, the impact of bullying on the workplace and how to properly report workplace bullying.

Competencies include:

- Define Key Terms
- Discuss How Workplace Bullying Affects the Work Environment
- List Ways a Person can be Bullied by a Co-worker
- List Ways a Person can be Bullied by a Boss
- List Ways to Deal with a Workplace Bully
- Discuss Ways to Prevent Workplace Bullying



MM950SL

POSITIVE ATTITUDES IN GETTING A JOB

Positive attitudes are critical for a successful job search. This multimedia instruction provides students with specific information about how attitude may impact chances of employment. Students learn how to be positive during interactions and even with their appearance during a job search.

Competencies Include:

- Explain the Importance of Setting Goals for Job Success
- Describe Ways to Show a Positive Attitude when Preparing for a Job Search and in the Interview
- Discuss How to Follow-Up a Job Interview
- Explain the Importance of a Positive Self-Concept
- Describe Ways to Show a Positive Attitude by Appearance



MM951SL

POSITIVE ATTITUDES IN KEEPING A JOB

There is a direct correlation between positive attitudes and job success. This multimedia module provides instruction to guide your students in a positive way so they can keep and enjoy their jobs. Students learn about positive interactions and how to present a positive appearance in the workplace.

Competencies Include:

- Describe the Relationship Between a Positive Attitude and Job Success
- Explain The Importance of Accepting Constructive Criticism
- Discuss Showing a Positive Attitude Through Verbal and Non-Verbal Communication
- Explain Loyalty on the Job
- Discuss How to be a Good Team Member
- Describe Ethical Behavior and Its Importance



MM952SL

YOUR APPEARANCE IN THE INTERVIEW

Appearance is a vital part of the interview process. This multimedia instructional module offers students the chance to learn what this means. It covers all the basics needed to select appropriate/clean clothing, offer a good handshake and practice good posture for an interview.

Competencies Include:

- Describe Types of Clothing to Wear to an Interview
- Describe Types of Clothing to Avoid Wearing
- Discuss the Importance of Pressed, Clean Clothing
- Discuss Habits of Good Grooming
- List Ways to Make a Favorable Impression with Good Posture/Firm Handshake



MM953SL

YOUR APPEARANCE ON THE JOB

This module offers instruction on appearance and how it is a vital part of keeping a job. Students learn all about selecting appropriate/clean clothing, keeping a tidy work area and practicing good personal grooming habits for success on the job.

Competencies Include:

- Describe Important Qualities for Job Retention and Promotion
- Explain How Appearance Relates to Success on the Job
- Discuss Necessary Clothing for Looking Successful
- Discuss Clothing to Avoid Wearing on the Job
- Explain Daily Practices of Good Grooming
- Explain the Importance of Keeping Work Stations and Areas Clean



MM956SL

VERBAL & NON-VERBAL COMMUNICATION

There are so many aspects to communication and how we relate to one another through words and actions. With this multimedia module, students will be prepared to understand the differences between verbal and non-verbal communication and to exercise strategies to communicate effectively in both categories.

Competencies Include:

- Explain Effective Verbal/Non-Verbal Communication
- Discuss Using Words and Voice
- Explain Verbal/Non-Verbal Messages to Avoid
- Describe the Importance of Non-Verbal Communication to Success in an Interview
- Explain Body Language
- Describe Ways of Communicating Positively by Appearance



MM957SL

WRITTEN COMMUNICATION

Instruct students in everything they need to be effective and successful with written communication. Through this multimedia module, students learn about resumes, letters of application, effective e-mail writing and more.

Competencies Include:

- Explain the Importance of Written Communication in Job Search and Retention
- Describe Major Sections of a Resume
- Describe Parts of a Business Letter
- Explain What to Include in a Letter of Application
- Explain What to Include in a Follow-Up Letter
- Explain the Importance of Grammar, Spelling and Punctuation in Written Communication
- Discuss Completing Forms Needed for the Job
- List Tips for Effective E-mail Writing



MM958SL

PLANNING CAREER GOALS

This multimedia module offers general instruction to help students define and attain life and career goals. Students learn the basics needed to consider personal expectations, define goals and understand career requirements and job duties.

Competencies Include:

- Explain What Most of Us Want from a Job
- Discuss Why Planning is Important to Career Happiness
- Determine the Necessary Steps to Developing Life/Employment Goals
- Contrast Skilled and Unskilled Jobs
- Explain How to Learn About Job Requirements
- Discuss How to Get Additional Education or Training
- Explain Why it is Important to Set Goals Early in Life
- Contrast Short-Term and Long-Term Goals



MM959SL

DEVELOPING A RESUME

Creating a resume can be a daunting task for job seekers of every age. Prepare your students with this in-depth multimedia package on how to develop a successful resume. Students learn the basics needed to identify parts of a resume, submit a resume with an application for a job and know who to use as a reference.

Competencies Include:

- Explain the Purpose of a Resume
- Describe the Major Sections of a Resume
- Explain Additional Sections to Add as Appropriate
- Discuss How a Resume Can Help You Complete a Job Application
- List Types of People to Use as a Reference
- Describe Ways to Make a Good Impression with a Resume



MM960SL

COMPLETING A JOB APPLICATION

After going through this multimedia module, students will feel more confident about completing the paperwork to get a job. Qualities emphasized include neatness, honesty and accuracy for the purpose of filling out a job application form.

Competencies Include:

- Explain the Purpose of a Job Application
- Describe Ways to Make a Good Impression with an Application
- Explain the Basic Sections of Applications
- Describe Standard Application Questions and Acceptable Answers
- Explain People to Use as References
- Describe Parts of a Cover Letter



MM961SL

INTERVIEWING FOR A JOB

This multimedia module instructs students on the topics of making a good impression, taking pre-employment tests, strategies for following-up after an interview and how to appear confident and positive during an interview. Students learn the basics needed to handle a variety of interview questions and situations.

Competencies Include:

- Explain the Purpose of a Job Interview
- Describe How to Prepare for an Interview
- Discuss Ways to make a Good Impression During an Interview
- Discuss Appearance During an Interview
- Explain Appropriate Behavior During an Interview
- Describe Standard Interview Questions and Acceptable Answers
- List Types of Pre-Employment Tests
- List Ways to Follow-Up After an Interview



MM962SL

EXPECTATIONS ON THE JOB

One of the most challenging things for new employees to understand is how to meet the expectations of their new employer. Give your students a head start on this topic with this program about what most employers expect and how to meet or even exceed those expectations.

Competencies Include:

- Explain Ways to Present a Good Appearance at Work
- Describe Importance of Appearance to Job Success
- Discuss Ways a New Employee Can Show a Positive Attitude
- Explain Why Success on the Job is Important
- Describe Expectations of Most Employers
- Discuss Expectations of Most Co-Workers
- Describe how to Take Constructive Criticism



MM963SL

MANAGING YOUR MONEY

You get a paycheck and then what? Students will learn to answer this question and more with this multimedia module on the topic of managing personal finances. The concepts covered in this module include understanding aspects of compensation, using a bank account and developing a personal budget.

Competencies Include:

- Explain Gross vs. Net Pay
- Explain Salaried vs. Hourly Compensation
- Discuss Overtime Rates
- Describe Required and Optional Deductions
- Explain Why Budgeting is Necessary
- Describe Factors to Consider in Making a Budget
- Discuss Reasons to Open a Checking Account
- Explain Exercising Caution with Credit Cards
- Discuss Developing a Personal Budget


MM972SL

LOOKING FOR A JOB

This multimedia instructional module introduces students to both typical and non-typical job search strategies. Students learn the basics needed to conduct a search across multiple sources, to be persistent and to show a positive attitude during a job search.

Competencies Include:

- Explain Considerations to Make Before Starting a Search
- Discuss the Importance of Telling Others About Your Search
- Discuss Persistence and Follow-Up
- Explain Ways to Follow-Up
- Explain the Importance of a Personal Visit to the Job Location
- Describe How to Show a Positive Attitude
- Explain Good Telephone Skills for Following-Up
- Discuss Keeping Records of Your Job Search


MM977SL

WORKPLACE LITERACY

Well-developed workplace literacy is essential to workers everywhere. That's why students need the instruction in this multimedia module on working fluently with office equipment, communication practices and general workplace terminology.

Competencies Include:

- Define "Workplace Literacy" and Explain Its Importance to Job Success
- Explain Work Habits that Help You Succeed on the Job
- List Tips for Good Phone Skills
- Describe Tips for Good Written Communication
- Discuss Tips for Effective Email Writing
- List Steps to Keeping Conflicts on the Job Positive
- Describe Stress and Ways to Reduce It
- List Steps to Good Time Management on the Job


MM981SL

ON THE JOB PHONE SKILLS

The telephone remains a central means of communication in the workplace. This module covers key aspects of using the telephone at work. Topics encountered will include presenting a pleasing telephone personality, taking thorough messages and practicing courtesy.

Competencies Include:

- Explain How Good Telephone Service Affects a Company's Success
- Discuss Ways to Present a Pleasing Telephone Personality
- Describe Steps to Take When Answering the Phone
- Explain How to Transfer a Call
- Describe Items Included in Taking a Message
- Discuss How to Handle Complaints from Customers
- Explain Steps to Take When Placing a Call


MM983SL

FOLLOWING DIRECTIONS

Following directions is a necessary skill in any setting, but especially at work. Through the multimedia instruction in this module, students will become excellent followers of written, verbal, visual and unspoken directions.

Competencies Include:

- Explain the Importance of Following Directions
- Explain Safety
- Describe Directions at Home, Work and School
- Discuss Ways to Find Directions
- Describe How Unspoken Directions are Part of Life
- Explain How to Follow Directions



MM989SL

MAINTAINING REGULAR ATTENDANCE

This module contains multimedia instruction on the topic of maintaining regular attendance at work. Students learn the basics needed to practice good habits of attendance and to communicate appropriately regarding necessary absences.

Competencies Include:

- Describe Employer Expectations of Attendance
- Explain Valid and Invalid Reasons for Absence
- Discuss Appropriate Methods of Notifying an Employer of an Absence
- Explain Benefits of Good Attendance Records
- Explain Negative Affects of Chronic Absence
- Discuss Co-Worker Reactions to Abuse of Attendance Policies
- Describe Impact to Productivity When Employees are Absent