

RCCSEC Transition Resource Library- Career & Vocational Training Materials

First Job Survival Skills: Surviving the First 90 Days (DVD Video Series w/ worksheets, Six Modules, James Stanfield Co.)

FJSS-1-1

A Positive Work Ethic (Teacher Manual, DVD)

FJSS-1-2

Workplace Manners and Boundaries (Teacher Manual, DVD)

FJSS-1-3

Learning & Doing the Job (Teacher Manual, DVD)

FJSS-1-4

No Whining, No Excuses (Teacher Manual, DVD)

FJSS-1-5

Integrity at Work (Teacher Manual, DVD)

FJSS-1-6

The Interview (Teacher Manual, DVD)

First Job Survival Skills 2: Character, Attitude & Moving Up (DVD Video Series w/ Teacher Manual, Six Modules, James Stanfield Co.)

FJSS-2-1

Being Trustworthy, Ethical & Tolerant

FJSS-2-2

Being Cooperative & Self-Controlled

FJSS-2-3

Being Socially Appropriate

FJSS-2-4

Being Customer-Friendly

FJSS-2-5

Being Focused

FJSS-2-6

Being Responsible & Self Esteem

**First Job Survival Skills 3: Surviving Workplace Delusions of Grandeur
(DVD Video Series w/ Teacher manual, Five Modules, James Stanfield Co.)**

FJSS-3-1

The Man Who Mistook the Boss for His Mommy

FJSS-3-2&3

The Man Who Mistook His Boss for a Homeboy & The Woman Who Mistook Her Boss for an Admirer

FJSS-3-4

The Man Who Mistook His Talent for Success

FJSS-3-5

The Woman Who Mistook Her Work Life for Her Social Life

**First Impressions: Presentation Skills to Win Respect and Influence
Others...for people with special needs (Six Modules, with DVD videos and
Teacher Manuals, James Stanfield Co.)**

Module 1f: Hygiene, Female Version (DVD, teacher manual)

Module 1m: Hygiene, Male Version (DVD, teacher manual)

Module 2f: Grooming, Female Version (DVD, teacher manual)

Module 2m: Grooming, Male Version (DVD, teacher manual)

Module 3: Dress (2 DVDs, teacher manual)

Module 4: Attitude (2 DVDs, teacher manual)

**The Freeport Series: Workplace Simulation/Role Play Modules (PRO-Ed,
Inc.)** Includes the following workplace modules:

- Banking
- Grocery Store
- Health Care
- Park District
- Restaurant

Guide for Occupational Exploration (GEO; 13 VHS Videotapes providing overviews of 12 major career areas; Princess Co.)

PCL 501 - Tape 1: GEO Overview
PCL 502 - Tape 2: Protective Careers
PCL 503 - Tape 3: Mechanical Careers
PCL 504 - Tape 4: Industrial Careers
PCL 505 - Tape 5: Sales Careers
PCL 506 - Tape 6: Humanitarian Careers
PCL 507 - Tape 7: Leading & Influencing Careers
PCL 508 - Tape 8: Physical Performing Careers
PCL 509 - Tape 9: Plant & Animal Careers
PCL 510 - Tape 10: Business Detail Careers
PCL 511 - Tape 11: Accommodating Careers
PCL 512 - Tape 12: Scientific Careers
PCL 513 - Tape 13: Artistic Careers

Job Search: Facts, Forms & Role-Plays (Pro-Ed, Inc.) Includes activities re:

- Choosing a Job to Apply For
- Responding to a Job Opening
- Getting Ready for an Interview
- Going for an Interview

JobSmart-1: Landing a Job & Job Related Social Skills (3 dvd videos and Teacher Manual, James Stanfield Co.)

Part 1: How to Avoid Staying Unemployed
Part 2: How to Avoid Irritating Co-Workers
Part 3: How to Avoid Irritating the Boss

JobSmart-2: Job Safety and Attitudes Related to Promotion (3 dvd videos and Teacher Manual, James Stanfield Co.)

Part 4: How to Get a Promotion
Part 5: How to Avoid Getting Fired
Part 6: How to Avoid Getting Hurt on the Job

Making the Effort: Applying Effort & Persistence to Overcome Limitations (Two Teachers Guides with Six Units each, James Stanfield Co.) Two parts:

Part 1: Hard Work
Part 2: Soft Skills

Picture Interest Career Survey--Second Edition (PICS): Designed for people with limited reading ability or special needs to explore their career interests. PICS is a quick way for people to identify occupational interests by using pictures of people at work rather than text-based items. **(Pro-Ed, Inc./JIST)**

SSSP: Scale of Job-Related Social Skill Performance
(Assessment forms and instructions, James Stanfield Co.)

Succeeding in the World of Work (McGraw-Hill, 2008 Ed.)

1. Teacher Wrap Around Edition
2. Classroom Resources
3. TeacherWorks Plus CD-Rom
4. Student Workbook
5. Student Workbook (TAE)

Success at Work – Transitions to Employment (Includes Teacher Lesson Planner, Student Work Guide and DVD – for students with learning difficulties. Written by Verner, Coull & Eaton; Published by Eaton Coull Learning Group)

TICE: Test of Interpersonal Competence For Employment
(Assessment forms and instructions, James Stanfield Co.)

What's At the End of Your Path? – Tools for Career Planning (Includes Teacher's Guide, Student Activity Worksheets, and Instructional Video. Published by Technimedia Studios)

Working 1: Attitudes and Habits for Getting and Holding a Job
(Presents the views of actual employers on the qualities important in the workplace. Teacher manual and 2 dvd videos, James Stanfield Co.)

Working 2: Interpersonal Skills Assessment and Training for Employment
(2 TICE assessment manuals and 2 dvd videos, James Stanfield Co.)