

RCCSEC Transition Resource Library- Career & Vocational Training Materials

Bring Your A Game to Work: 7 Values that will make Every Employer want to Hire You and Fight to Keep You (Teacher Manual, Student Books, Student Workbooks, Posters, etc.; published by Eric Chester/The Center for Work Ethic Development.)

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)**

Pre-Apprentice Training – A Test Preparation Manual for the Skilled Trades

Authors: Jack Martin & Mary Serich; Published by Jack Martin & Associates

Pre-Apprentice Training – Basic Blueprint Reading for the Skilled Trades

Author/Publisher: Jack Martin & Associates

Pre-Apprentice Training – Basic Shop Math Workbook

Author/Publisher: Jack Martin & Associates

Pre-Apprentice Training – Math Supplement

Authors: Sharon Namenye & Jack Martin; Published by Jack Martin & Associates

Pre-ETS (Pre-Employment Transition Solution) Assessment Manual

Authors: Janet Estervig & Whitney Fowler; Published by Attainment Co.

Pre-ETS (Pre-Employment Transition Solution) Instructor's Guide

Authors: Janet Estervig & Whitney Fowler; Published by Attainment Co.

Includes 6 Add'l teacher guides, with student workbooks:

1. Focus on Job & Career Exploration
2. Focus on Work-Based Learning
3. Focus on Post-Secondary Training
4. Focus on Workplace Readiness (Book 1)
5. Focus on Workplace Readiness (Book 2)
6. Focus on Self-Advocacy

Scripted Vocational Role Plays by Gary Sigler & Darla Kay Fitzpatrick

Published by Attainment Co.

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.)