



Job Ready™

CAREER SKILLS

Job Ready Career Skills™ is a colorful, motivating, interactive program that includes 200 lessons on **work habits, communication skills, workplace effectiveness, business etiquette and the job search.**

We offer *Job Ready Career Skills™* in two ways - on CD and on the Web.

Job Ready Career Skills™ on CD

A CD site license is \$995 without sound or \$1,295 with sound. That entitles you to a perpetual site license for one building for all teachers and students. It includes the base program and can be installed on individual computers or a network.

Job Ready Career Skills™ on the Web

The Web version includes a Teacher Desktop with student management system. There is no installation required; the *Job Ready Career Skills™ on the Web* portal is available to all teachers and students who have access to a Web browser. Your school can purchase for one year only or for multiple years at a substantial discount.

Both versions of the software offer your students an unparalleled opportunity to learn about the skills needed in all jobs and those needed for building a career. *Job Ready Career Skills™* is effective when students learn on their own or in a teacher-led environment.

Screen shots and lesson titles are included for your review.

**For more information about Job Ready and CSP, visit us on the web:
www.careersolutionspublishing.com or at 888-299-2784**

WORK HABITS - EMPLOYER EXPECTATIONS - JOB SUCCESS

OVERVIEW | LEARNING | PRACTICE


HELP

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JOB SUCCESS

Job success is a very important factor in how you proceed along your career path and will impact your ability to move upward on the ladder of success.

This lesson will give you tips and help you understand how to help yourself.



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Job Ready CAREER SKILLS

Done

WORK HABITS - EMPLOYER EXPECTATIONS - JOB SUCCESS

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TIPS FOR JOB SUCCESS

The following are ten tips for achieving job success:

1. Start right
2. Hit the road running
3. Show a good attitude
4. Be dependable, punctual and industrious
5. Take time to adjust
6. Think like an entrepreneur
7. Be alert to company politics
8. Prioritize
9. Accept criticism with grace
10. Find a mentor.



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1. START RIGHT

Whether it's your first job or your fifth, getting a strong start is very important. You will have a hard time overcoming any poor first impressions people form about you.

Try these tips for getting started:

- Always clock-in on time or early.
- Stick with the winners. Notice which co-workers take the lead and study what makes them successful.
- Be friendly and pleasant to all.
- Reveal your personality, likes and dislikes, a little at a time as you adapt to the new environment.
- Cultivate new habits and reinforce your best characteristics.

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OVERVIEW LEARNING PRACTICE HELP

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JOB SUCCESS PRACTICE
Select "True" if the statement shown is true, or "False" if the statement is false.

Not asking for help in a new position shows confidence.

True
 False

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JOB SUCCESS PRACTICE
Select "True" if the statement shown is true, or "False" if the statement is false.

Not asking for help in a new position shows confidence.

True
 False

Sorry, the correct answer is false. Asking for help actually shows a good work ethic.

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JOB SUCCESS PRACTICE
Select "True" if the statement shown is true, or "False" if the statement is false.

Not asking for help in a new position shows confidence.

True
 False

Correct. Asking for help is showing a good work ethic and actually builds confidence.

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PROFESSIONAL DEVELOPMENT

Imagine that you have been on the job for two weeks. The first week you trained on expensive equipment under supervision. There were detailed written instructions about operating the equipment, but you did not read all the instructions. You assumed everything would go fine when you were on your own because you have some previous experience that will help.

The second week, you encounter machine operating problems and don't know what to do, so you experiment with fixing the problem, which turns out to be an expensive mistake. The supervisor asks you to describe the proper procedure for correcting the problem, and you are not prepared to answer. The foreman is upset and criticizes how you handled the matter.

Type your response below. Click "Print" if you want to keep a copy.

PRINT ESSAY

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JOB SUCCESS SUMMARY

When you begin a new job, follow these tips so you will start off on the right foot! New employees are generally evaluated during the first 90 days to ensure a good fit for the company.

Here is a summary of the tips for job success:

1. Start right
2. Hit the road running
3. Show a good attitude
4. Be dependable, punctual and industrious
5. Take time to adjust
6. Think like an entrepreneur
7. Be alert to company politics
8. Prioritize
9. Accept criticism with grace
10. Find a mentor.



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Job Ready CAREER SKILLS

Done

Job Ready Career Skills Certificate of Completion

Sarah Kelley

Has completed the following

Workplace Effectiveness – Teamwork

Topics:

Reasons Companies Use Teams – Score 91%

Receiving Criticism – Score 82%

Problems that Affect Teams – Score 77%

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Job Ready Career Skills™ on the Web

Your User Name and Password are now available for a preview.
Contact us at jobreadyweb@careersolutionspublishing.com or (888) 299-2784.

Job Ready Career Skills™ on the Web comes with a student tracking system, optional audio, pre- and post-tests, teacher choice of required lessons, and many more features listed below. The system maintains scores and allows teachers to analyze students' work readiness strengths and weaknesses. At the teacher's option, the lessons can be repeated by students as many times as needed to improve their scores.

Teachers and employers who have previewed ***Job Ready Career Skills™ on the Web*** say it is "the right tool at the right time in education." To view ***Job Ready Career Skills™ on the Web*** with no obligation, contact us by e-mail at jobreadyweb@careersolutionspublishing.com or by phone at (888) 299-2784.

The **Teacher Desktop** for ***Job Ready Career Skills™ on the Web*** provides the following:

- A record of all students in your class, including their Student ID
- Opportunity to develop your own Pre-Tests and Post-Tests
- Capacity to select and identify the specific lessons students should complete
- Ability to view scores by Lesson, Topic and Category
- Record of minutes spent on each lesson
- Ability to reset lessons to "0" scores so students can redo
- Capacity to view a variety of reports, including these:
 - Essay Answers by Student
 - Incorrect Answers by Student
 - Pre-Test Answers by Student
 - Post-Test Answers by Student
 - Progress by Student
- Suggested responses to Professional Development activities
- Ability to e-mail students
- A Chart of Functions

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Job Ready Career Skills Lesson Titles

The Job Search

Finding the Right Job

- Locating Jobs
- Networking
- Job Shopping On Line
- Building a Job Search Web Site
- Getting Results at Job Fairs
- Using Employment Agencies
- Searching the Classified Ads
- Creating Your Own Position
- Landing an Internship
- Staying Motivated to Search

Effective Resumes

- Things to Include in a Resume
- Locating Needed Information
- Selling Yourself in a Resume
- Terms to Use in a Resume
- Matching Talents to Employers
- Describing Your Job Strengths
- Organizing Your Resume
- Writing an Electronic Resume
- Dressing Up Your Resume
- Using a Resume Successfully

The Application Process

- Completing a Job Application
- Types of Information for an Application
- Reasons Companies Use Applications
- Developing Job-Related Information
- Assuring Accuracy of Information
- Writing a Cover Letter
- Applying On Line
- Applying in Person
- Following Up on Your Application
- Double Check on Your Application

Interviewing Skills

- Preparing for an Interview
- Getting an Interview Off to a Good Start
- Questions Interviewers Ask
- Questions Interviewers Should Not Ask
- Questions You Should Ask in an Interview
- Things to Include in a Career Portfolio
- Interviewing Mistakes
- Benefits to Ask About
- Traits Employers Consider to Rate Candidates
- Tips to Consider before Taking a Job

Work Habits

Workplace Ethics

- Demonstrating Good Work Ethic
- Behaving Appropriately
- Showing Honesty
- Playing Fair
- Using Ethical Language
- Showing Responsibility
- Eliminating Harassment and Intimidation
- Respecting Diversity
- Developing the Habit of Truthfulness
- Leaving a Job Ethically

Personal Characteristics

- Demonstrate a Good Attitude
- Gaining and Showing Respect
- Demonstrating Responsibility
- Showing Dependability
- Demonstrating Courtesy
- Showing Pride in Your Work
- Gaining Co-Workers Trust
- Persevering
- Handling Criticism
- Showing Professionalism

Employer Expectations

- Behaviors Employers Expect
- Behaviors Employers Find Objectionable
- Job Success
- Transferable Job Skills
- Establishing Credibility
- Demonstrating Your Skills
- Surviving a Bad Work Environment
- Managing Change
- Building Work Relationships
- Advancing Your Career

Business Etiquette

On the Job Etiquette

- Using Good Manners
- Introducing People
- Language and Behavior
- Business Casual Dress
- Business Meal Functions
- Behavior at Office Parties
- Behavior at Conventions
- International Etiquette
- Cross-Cultural Etiquette
- Working in a Cubicle

Person-to-Person Etiquette

- Meeting Business Acquaintances
- Meeting People for the First Time
- Showing Courtesy and Politeness
- Interacting with Your Boss
- Interacting with Subordinates
- Interacting with Co-Workers
- Interacting with Suppliers
- Ending a Lingering Visit
- Handling Confidential Information
- Avoiding Gossip

Telephone and E-mail Etiquette

- Creating a Good Impression
- Better Telephone Conversations
- Barriers to Telephone Conversations
- Making and Returning Calls
- Answering Calls and Taking Messages
- Making Cold Calls
- Handling Conference Calls
- Cellular Phone Etiquette
- Appropriate Work E-Mail
- Mistakes of Work E-Mail

Meeting Etiquette

- Handling Pre-Meeting Details
- Leading a Large Meeting
- Introducing Speakers
- Facilitating Discussions
- Closing a Large Meeting
- Two-Person Meeting
- Participating in Meetings
- Inviting Speakers
- Preparing Meeting Visuals
- Attending a Videoconference

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Job Ready Career Skills

Lesson Titles

Workplace Effectiveness

Time Management

- Managing Time
- Putting First Things First
- Juggling Many Priorities
- Overcoming Procrastination
- Dealing with Information Overload
- Organizing Workspace and Tasks
- Staying Organized
- Finding More Time
- Managing Projects
- Balancing Personal and Work Priorities

Problem Solving

- Becoming a Problem Solver
- Identifying a Problem
- Becoming a Critical Thinker
- Thinking Creatively
- Characteristics of an Effective Risk Taker
- Holding Yourself Accountable
- Managing Change
- Removing Your Barriers to Change
- Making Change Serve You Personally
- Dealing with Ongoing Change

Customer Service

- Gaining Customer Trust
- Interacting with Customers
- Finding Out What Customers Want
- Giving Customers What They Want
- Keeping Customers Coming Back
- Seeing the Customer's Point of View
- Selling Yourself and the Company
- Handling a Customer's Complaints
- Providing Customer Service by Telephone
- Providing Customer Service by Internet

Teamwork

- Teamwork Skills
- Reasons Companies Use Teams
- Types of Decisions Teams Make
- Team Responsibilities
- Problems That Affect Teams
- Building Strong Team Communication
- Expressing Yourself on a Team
- Giving Constructive Criticism
- Receiving Criticism
- Team Problem Solving

Communication Skills

Communicating at Work

- Improving Communication Skills
- Effective Oral Communication
- Effective Written Communication
- Effective Nonverbal Communication
- Effective Word Use
- Giving and Receiving Effective Feedback
- Handling Anger
- Dealing with Difficult Co-workers
- Dealing with a Difficult Boss
- Dealing with Difficult Customers

Speaking

- Using Language Carefully
- Showing Confidence
- One-on-One Conversations
- Small Group Communication
- Large Group Communication
- Making Speeches
- Involving the Audience
- Answering Questions
- Visual and Media Aids
- Errors in Communication

Listening

- Reasons for Listening
- Benefits of Listening
- Barriers to Listening
- Listening Strategies
- Ways We Filter What We Hear
- Developing a Listening Attitude
- Show You Are Listening
- Asking Questions
- Obtaining Feedback
- Getting Others to Listen

Presenting Yourself

- Presenting Yourself: Voice
- Presenting Yourself: Appearance
- Presenting Yourself: Posture
- Presenting Yourself: Attitude
- Presenting Yourself to Associates
- Presenting Written Documents
- Presenting Yourself: Conflict
- Giving Constructive Criticism
- Receiving Criticism
- Demonstrating Leadership

Non-Verbal Communication

- Communicating Non-Verbally
- Positive Non-Verbal Techniques
- Harmful Non-Verbal Behaviors
- Reading Body Language
- Read Mixed Messages
- Matching Your Verbals to Non-Verbals
- Improving Non-Verbal Listening
- Giving Non-Verbal Feedback
- Showing Confidence Non-Verbally
- Showing Assertiveness

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