
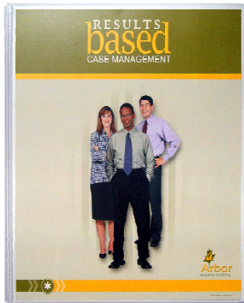


Product Title	Audience	Components	Topics	Benefits
<p>VANTEDGE Principles of Success – Employment Essentials</p> 	<p>Groups: TANF WIA Adult FSE&T Young Adults Corrections/ Ex-Offender programs</p>	<p>Trainer’s Guide for ten 3-hour workshop sessions; may also be conducted in a full 5-day format, or divided into 2-to-3 hour blocks (30+ hours of curriculum instruction) *The Guide also includes over 15 hours of Bonus Activities for skill reinforcement</p> <p>Visual Aids – Workshop Posters and PowerPoint slides</p> <p>★ Handbooks for job seekers</p> <p>Supplemental Items: Career Action Planners ★ DVD- Are You Better Off Working? ★ DVD – First Impressions Red & Green Flags</p> <p>★ Available in English and Spanish</p>	<p>Job Consideration: Assessing skills, interests, and values</p> <p>Job Readiness: Learning about the labor market, setting goals, managing time</p> <p>Job Search: Networking, applications, résumés, interviewing</p> <p>Job Retention and Advancement: Communication, money management, conflict resolution, teamwork, customer service ... and more</p>	<ul style="list-style-type: none"> • Adaptable for a variety of audiences • Flexible to meet many different scheduling needs • Work First Strategy is built in • Job Retention and Advancement message is incorporated from Day One. • ACT – guided discussion technique emphasizing critical thinking skills begins and ends each session. • Solid job search instruction supplemented with self-management, interpersonal, and life skills.

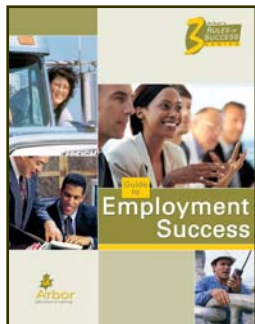


Staff Training and Development Curricula



Results-Based Case Management – An intensive case management training based on work-first philosophy and best practices; designed to provide case managers with a strong foundation for providing exceptional case management services. Includes PowerPoint slides and training activities. (Includes PowerPoint presentation for a Train-the-Trainer session.)

Self-Directed Materials



The Guide to Employment Success – This self-directed booklet helps job seekers change their thinking from “I can’t” to “I can”! It includes 12 modules that help job seekers ascertain how they feel about success and failure, then help them change the thought patterns that may be holding them back.

Throughout the book, job seekers learn to apply the **Three Rules of SuccessSM** – tools that will help them evaluate their challenges, take actions for overcoming these challenges, and gain control of their lives. The **Three Rules** include:

- #1 – Successful people take credit for their successes, even small ones.
- #2 – Successful people know they can try harder if they fail the first time.
- #3 – When successful people fail again, they re-evaluate their goal, examine all the reasons for failure, and try again.

Sold in sets of 25. Includes **FREE** PowerPoint, along with ice breakers and an activity packet for use in a group setting.

Jump Start Your Career! – 12 mini-booklets that can be completed independently by job seekers. Booklets sold by individual topic or in full sets of 12. Topics include:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Seven Steps to Spark Your Success 2. Finding Jobs That Fit You 3. Mastering Your Application 4. Writing Your Resume 5. Opening Doors to the Hidden Job Market 6. Succeeding in the Interview 7. Impressing Your New Employer | <ol style="list-style-type: none"> 8. Advancing on Your Job 9. Minding Your Money 10. Bashing Barriers to Employment 11. Making Good Choices 12. Sharing Steps to Successful Customer Service |
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Your Employment Success (Y.E.S.) – 30 mini-booklets covering 10 topics that are critical to job retention. Booklets sold by individual topic or in full sets of 30. Topics include:



Productivity

- Time Management
- Taking Control
- Becoming the Best You Can Be

Teamwork

- Building Teams
- Are You a Team Player?
- Developing Leadership Skills

Communication

- How Do We Communicate?
- Assertiveness Training
- How to Make a Presentation

Customer Service

- Who is Your Customer?
- Quality Customer Service
- Tools for Serving Challenging Customers

Self-Improvement

- Setting Goals
- The Art of Receiving Feedback
- Becoming Creative

Problem Solving

- Steps to Decision Making
- Applying Problem Solving to Life Situations
- Networking Your Way to Solutions

Work Culture

- Work Ethic
- Your Image and You
- Workplace Relationships

Advancement Strategies

- Highlighting Your Accomplishments
- Using Mentors to Enhance Employment
- Growing with the Company

Money Management

- Developing a Spending Plan
- Using Credit Wisely
- Minimum Wage Wealth

Stress Management

- Stress Management Basics
- Fitness: Arming Your Body Against Stress
- Living the Good Life

Videos (DVD)



Are You Better Off Working? – Designed to assist job seekers in deciding if it pays off to enter the world of work. Available in English and Spanish.



First Impressions – Illustrates the importance of making a positive 1st impression in an interview. Job seekers observe several job interviews and decide if they would hire each interviewee. Available in English and Spanish.