



Product Title	Audience	Components	Topics	Benefits
<p>VANTEDGE Project C.E.O. (Community Employment Opportunity)</p> 	<p>Groups:</p> <p>Youth and Young Adults; ISY and OSY</p> <p>Job Corps</p>	<p>Facilitator's Guide includes detailed plans for five ½-day sessions; Post-Training Tasks (follow-up activities) are included with each session.</p> <p>(20+ hours of curriculum instruction.)</p> <p>Trainee Handbooks to reinforce class activities, as well as portfolio-building exercises.</p> <p>Work Experience Handbook includes information and documents necessary for setting up Work Experiences with local employers.</p> <p>PowerPoint Visual Aids to assist with facilitation.</p>	<p>Session content:</p> <ol style="list-style-type: none"> 1. Skills assessment; professional dress; communication skills; networking and meeting managers; tracking job search; locating job leads. 2. Applications, resumes, interviews 3. Budgeting / money management 4. Leadership and entrepreneurship 5. Review and mock interviews with employers 	<p>Class setting simulates a professional working environment with expectations relating to goal setting, organizational skills, as well as professional attitudes, behavior, and dress.</p> <p>Emphasizes strengths and personal responsibility.</p> <p>FREE Power Point visuals included with the kit.</p> <p>Posters are available upon request.</p> <p>★ DOL Recognition of Excellence Award, 2006</p> <p>★ Showcase Program Award, University of Wisconsin, 2007</p>

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<p>VANTEDGE MYPLACE</p> 	<p>Groups:</p> <p>WIA Youth – ISY or OSY</p> <p>Job Corps</p> <p>TANF Youth</p> <p>Foster Youth transitioning to independence</p> <p>Alternative Ed</p>	<ul style="list-style-type: none"> • Trainer’s Manual – fully developed lesson plans for 50 course hours of instruction • Trainee Handbooks with activity pages relevant to each lesson • Visual Aids (posters and Power Point) • O*NET Interests Inventory • Daily Planner • Resource Collection on CD-Rom contains three sections: <ol style="list-style-type: none"> I. Trainer’s Toolkit (tips for improving teaching techniques and facilitation skills) II. Customizing Your Program (resources to help you plan applied learning activities, follow-up strategies, and more) III. Power Point slides (to reinforce activities in each module) 	<p>Module 1 - MyBeginnings (Welcome and Orientation)</p> <p>Module 2 - MySelf (Finding Out About Me)</p> <p>Module 3 - MyHorizons (Exploring Careers)</p> <p>Module 4 - MySkills (Completing Applications and Résumés)</p> <p>Module 5 - MyStyle (Developing Interview Skills)</p> <p>Module 6 - MySupport (Discovering Resources)</p> <p>Module 7 - MyHealth (Taking Control of My Health)</p> <p>Module 8 - MyVoice (Building Healthy Relationships with Effective Communication)</p> <p>Module 9 - MyBank (Enhancing Financial Literacy)</p> <p>Module 10 - MyTime to Shine (Achieving Employment Success)</p>	<p>A comprehensive curriculum created especially for youth transitioning to independence!</p> <p>The ten 5-hour modules lead trainees through a process of gaining self-awareness and confidence as they set goals and plan for the future. Along the way they develop and practice job search skills, improve interpersonal skills, learn critical life skills, and ultimately prepare for a successful transition to an independent lifestyle.</p>