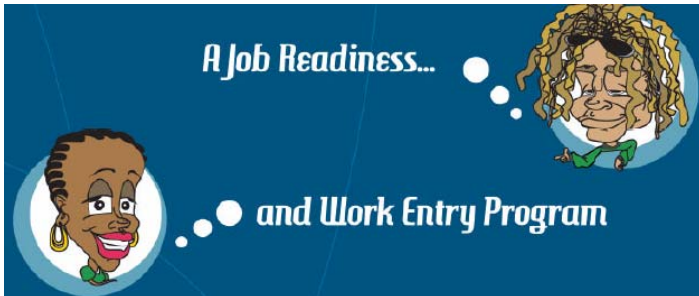


# Job Readiness Skills



Workbook Exercises are Integrated with the Assessment Prescriptions. Topics include:

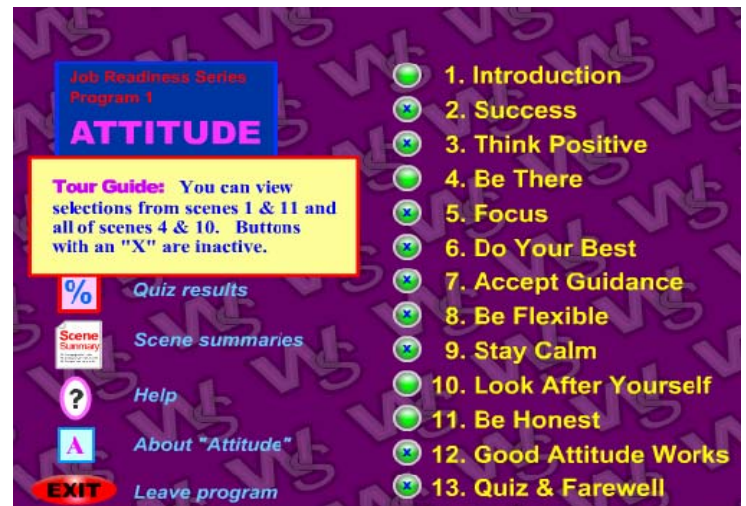
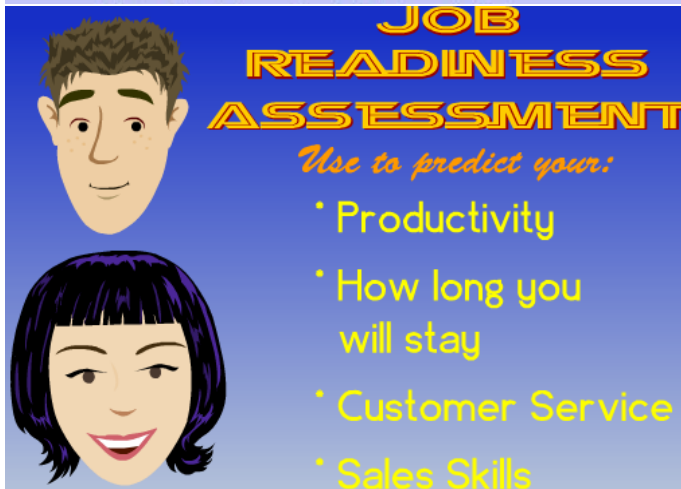
1. Introduction & Overview
2. How to Use the Computer
3. Using the Management System
4. Comprehensive Exercises



The **WorkGo** program is a Comprehensive approach to Job Readiness that incorporates:

1. Student/Client Assessment with prescriptions
2. Animated Computer Based Instruction
3. Comprehensive Workbook exercises
4. Management System
5. Student tracking
6. High Level interest approach with relevant characters
7. Open-Entry / Open-Exit with bookmarking

## Student/Client Assessment with prescriptions



WorkGo includes a comprehensive curriculum that deals with Work Attitudes, Creating a Service Mentality, Building Character, and Values..

The Student/Client can access lesson summaries at any time. These act as a review of the lesson and also as a reinforcement of the attitudes being addressed.



### KEY IDEAS:

- Don't be late, miss work, or take sick time without a good reason.
- Keep your employer informed -- if you need time off, be sure to call in and explain the situation.
- Always try to meet, or even exceed, your employer's expectations.

Mike faced a tricky dilemma: he wanted to party late with his friends and still be on time for work the next day. How did he successfully resolve this?

He explained to his friends that this meant around he'd have to pass on the party.

Having a good attitude means you always try to be at work on time, ready to do your job.

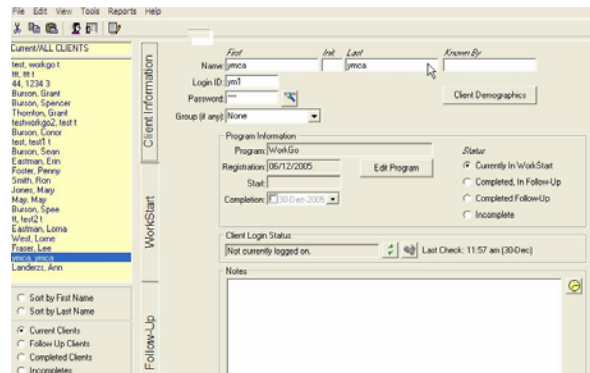
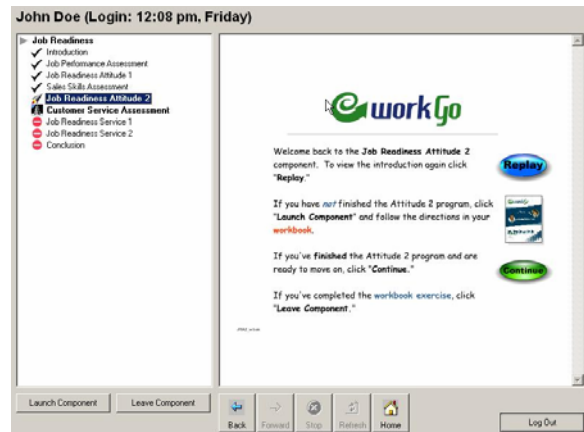
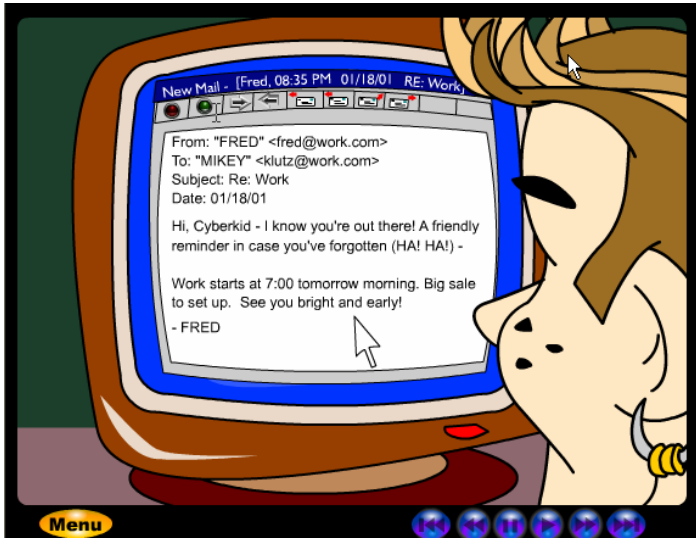
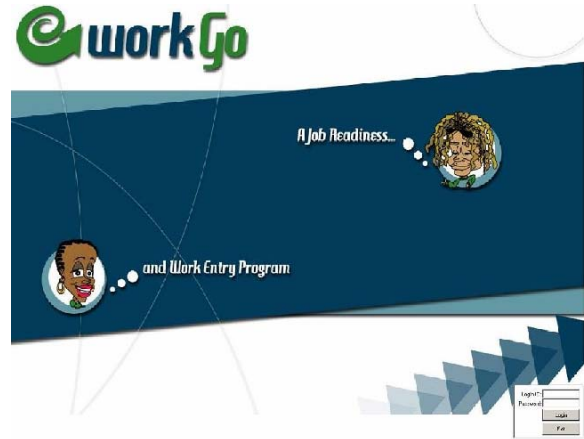


# Job Readiness—Assessment & Training

## Sample Lesson—Be There



## Student Launching & Management



Technology Based Solutions

504 Floral Vale Blvd.

Fax: 215.579.0904

Yardley, PA 19067

www.askTBS.com

Phone: 888.783.2283

askTBS@aol.com