Transition Library

**Life Centered Career Education - Curriculum**


**Life Centered Career Education - Modified Curriculum for Individuals with Moderate Disabilities**

This modified version of the LCCE Curriculum provides practitioners with the same easy-to-use format of the original version, and a correlation table allows teachers to identify corresponding competencies in the event that students are able to move from this more basic version to the more advances objectives of the original work. A Modified Competency Rating Scale (CRS-M) and modified IEP form are also included. 1997.

**Adult Career Planning**

**Career Development for Individuals with Disabilities**

A series designed to help counselors and all those working in career development provide improved career development services for individuals with disabilities.

- **Volume 1: Provide Effective Services**
- **Volume 2: Training for Delivery of Effective Services**
- **Volume 3: Annotated Bibliography of Effective Services**.

**Career Odyssey**

This board game is specifically designed to help students explore careers that may be good matches for their talents and interests. The game contains 100 game cards divided into 12 major career areas. Cards include information on employment, job growth, salary, etc.

*Grades 6-adult. Board Game*

**Career S.E.L.F. Assessment: Finding a Career That Works for You**

This program shows how to assess your Strength, Experiences, Lifestyle, and the way you function best. The key to finding the right job or career is asking your S.E.L.F the right questions.

*Video*

**Careers without College**

It doesn't take a college education to realize that a college education isn't for everyone. *Careers without College* spells out many options available to today's high school graduates.
Through humorous scenes, objective narration, and interviews with real people, viewers follow fictional students as they explore the possibilities before them. Video

Creating Your High School Portfolio
A life’s work portfolio is a place to store information about yourself that will help you look at career options, make decisions and plans, write resumes, and prepare for interviews. Provides a step-by-step process for organizing and planning. Book

Exploring Career Goals and College Courses
The Merkler Style Preference Inventory assists students in defining their preferred style of learning and working. The program has students rank, in accordance to personal importance, ten groups of six statements. Areas addressed include personal values, work ethics, life goals, personal abilities, and approaches to problem solving. Students’ rankings are analyzed and scored in the areas of Investigative, Artistic, Social, Realistic, Conventional, and Enterprising. The computer then lists the three highest-ranking areas for each student. Students can explore detailed descriptions of each area and discover how their values, ethics, goals, and abilities should apply to their goals. One Diskette and manual

Mapping Your Career Plan
Book...articles...occupational dictionaries... even the Internet... offer a wealth of information about all kinds of careers. The challenge is discovering how to tap into the various resources. Teens must learn how to set goals. Job shadowing, internships, volunteer work, special classes and summer jobs are just some of the important stops on the path to career preparation. Most essential: get advice – get experience – get training. Video

Pathways to Success: College students with Learning Disabilities
Students with learning disabilities share the strategies that have brought them success both at the graduate and undergraduate levels. They discuss the realities of adjusting to the new academic challenges and to the differences in support services between post secondary and the high school levels. Video

Serving Students with Significant Disabilities in Two-Year Colleges:
Six Highly Effective Approaches
Six publications relate to the findings of this project whose goal was to seek, screen, describe, and disseminate highly effective approaches. “Two-year colleges” includes academic institutions, technical colleges, and vocational institutions.

- **Special Needs Instructional Support Department**
  Lakeshore Technical College, Cleveland, WI.

- **Services for the Deaf and Hard of Hearing**
  Hines Community College, Raymond, MS

- **Program Accessibility Program**
  Florence-Darling Technical College, Florence, SC.
Stepping Stones: Life Skills for Career, Educational, and Personal Development

An exciting series of seven workbooks for people seeking to improve their lives by pursuing career, educational and personal development goals. Young adults, single parents, displaced homemakers, dislocated workers, and job training clients, among others, will benefit from the information and activities. Each workbook guides the individual through an interactive, step-by-step exploration of the topic at hand. Each workbook section contains a “success story”, a “review” section to summarize what has been covered, the activity “Making Your Plan for Personal Improvement” and a “notes” section for the individual to write relevant thoughts and important things to remember. Individual workbooks may be purchased separately.

- Stepping Stones to Self-Confidence and Empowerment workbook
- Stepping Stones to Making Decisions and Setting Goals workbook
- Stepping Stones to Effective Communication workbook
- Stepping Stones to Supportive Relationships workbook
- Stepping Stones to Better Health workbook
- Stepping Stones to Using Skills and Resources workbook
- Stepping Stones to Education and Career Exploration workbook

School to Work Self Assessment Checklist

Provides high schools with the framework for planning and implementing School-to-Work. As a planning tool, the checklist assists school teams in determining components of S-T-W already in place and identifying a direction for the future. As a staff development tool, the checklist introduces staff to the breadth of potential S-T-W components and activities. As a self-assessment tool, the checklist provides a baseline of information from which to review program progress.

Job Search Materials

Envision Your Career (Video)

Great starter tool to expose individuals and students with disabilities to a broad array of jobs. Helps people imagine themselves working at real jobs in a variety of settings.

Kaleidoscope of Careers (Video Series)

This 5-video series examines 200 Occupations clustered into 17 groups as defined by the Standard Occupational Classification. This sight and sound tour of career opportunities serves as a handy companion resource to the Occupational Outlook...
Handbook or your computerized career guidance system. Kaleidoscope’s lively music and firsthand commentary by workers in various occupations make it a valuable resource. These videos are designed to be used with middle school students and older.

Tape 1  Executives, Administrators, and Managers  Engineers, Surveyors, and Architects  Natural Scientists and Mathematicians

Tape 2  Social Scientists Social Workers, Religious Workers, and Lawyers Teachers, Librarians & Counselors Health Professionals Writers, Artists, Entertainers & Athletes

Tape 3  Technologists and Technicians  Salespeople  Clerical and Administrative Staff

Tape 4  Service Occupations  Agriculture, Forestry and Fishery Workers  Mechanics and Repairers

Tape 5  Construction and Extractive Workers  Precision Production Workers  Machine Operators and Tenders, Welders  And Assemblers  Transportation and Material Movers

Multimedia Work Activities Inventory
The questions used to identify the preferred career clusters are questions seldom asked and often overlooked. The results, a career path ranking, encourage the user to better target his/her career exploration process. CD

Occupations Digest
Each year the Occupations Digest provides descriptions of nearly 700 occupations, including wage information, workplaces, methods of entry, working conditions, moving up in the field, and worker comments. It is written at an easy reading level and includes photos and illustrations. Updated annually. Book

Access Unlimited Video Series
Finding a job can be extremely difficult. For people with disabilities, the barriers become even greater. Although laws prohibit discrimination, many employers are hesitant to hire or even interview people with disabilities. This three part program presents practical, proven strategies that will show you where to begin and what you need to know to find employment in a wide range of careers areas.

*The Job Search for People with Disabilities  Video
Begins with a brief overview of the Americans with Disabilities Act and some of the many resources that are available to help you begin your job search.

*Resumes and Applications for People with Disabilities  Video
Covers two of the most important aspects in the job search process. What do you want a potential employer to know, or not know about you? Should you reveal a disability at this point?

*Job Interviewing for People with Disabilities  Video
Presents strategies for dealing with adversity during the interview and how to divert the emphasis away from your disability and toward your skills.
**Career Clusters Guide Book**

This guide was produced by the Division of Connecting Education and Work, Wisconsin Department of Workforce Development, to provide a framework to guide students as they determine strengths, interests, and aptitudes in relation to career planning. The framework contains broad-based career clusters that can be easily adapted to reflect our ever-changing work environment. The recommendations in the guide are intended to be used as an organizational system to promote development of the knowledge, skills, and experiences needed to prepare students future career opportunities.

**2002 Occupational Outlook Handbook**

This 2002 version of the U.S Department of Labor publication is the most widely used career exploration resource in print. Over 300 jobs, the very jobs held by 86% of the American workforce, are grouped into 16 occupational clusters and described in detail. Each description covers nature of work, employment outlook, earnings, related occupations, training advancement, employment opportunities, and sources of additional information. Also provides an index of Dictionary of Occupational Titles (DOT) codes for handy cross-referencing as well as an index of DOT codes for occupations by title.

**2000 Occupational Outlook Handbook**

Published every two years by the U.S. Department of Labor, this Handbook is the most widely used and respected career reference. It describes nearly 200 jobs divided into 19 occupational clusters. Each description includes nature of work, required skill, working conditions, employment opportunities, training and advancement, earning, related occupations and sources of additional information. Also included is an index of DOT codes for cross-referencing and an index DOT codes for occupations by title.


This comprehensive resource is the result of over 40 years of systematic analysis of millions of jobs in the U.S. It includes 12,741 occupations and is cross-referenced to almost all career information system. Brief job listings contain substantial information by using various codes and careful language. The Dictionary is organized by major job categories and cross-referenced by industry and title. Job seekers need good reading skills and some orientation to the subject matter to use this item.

**Careers on the Internet**

Uncover new opportunities and learn how to set a fast pace on the career track with this industry case study. Surf the net in a tide of technological advance as you see what happens behind the scenes and recognize the potential for growth.

**Video**

Careers highlighted include:

*Web Site Designer*  *Webmaster*  *Web Technical Support*

*Marketing*  *Customer Support*  *Web Engineer*

*Online Sales*  *Conferencing Manager*  *Software Engineer*
**Young Person’s Occupational Outlook Handbook**

Descriptions for America’s Top 25 jobs.

This book is ideal for helping young people explore careers. This easy-to-read book groups together related job descriptions, making it easy for students to explore job options based on their interests.

*Book/CD-ROM/Windows/Mac*

**TCB: Transition Competence Battery for Deaf and Hard of Hearing**

The Transition Competence Battery (TCB) measures transition skills in 6 areas:

- *Job-Seeking*  
- *Workplace Adjustment*  
- *Health & Home*  
- *Job-Related*  
- *Money Management*  
- *Community Awareness*

Includes: TCB – written version, 6 videotapes, test guide

**A Student’s Guide to Jobs**

On the audiotape of this Student’s Guide set, young people with mental disabilities or autism speak candidly about their job-related experiences. Parents, transition specialists, and employers also share their insights. Supporting materials include: a booklet for students (8 pages) and a Technical Assistance guide (20 pages) to assist families, transition specialists, employers, and others in helping students with significant cognitive disabilities find and keep a job. *Audiotape/booklets*

**Using Your Portfolio in Your Job Search**

This video features sample interviews and expert commentary to show the dos and don'ts of portfolio use in an interview setting.

*Video*

**Complete Resume Designer**

This robust CD-ROM will help job seekers create top-quality resumes, cover letters, and portfolios that are tailored to market their unique combination of skills and experiences. Bonus features include "dos and don'ts" quizzes and essential action verbs.

*Windows CD-ROM*

**Ten Commandments of Resumes**

Discussing ten important tips for writing an excellent resume, this exciting video gives the viewer the knowledge needed to stand out in a crowd of job seekers. Topics covered include how to focus on the employers needs, not your own, how to use powerful assertions, how to inspire and excite the employer, and much more.

*Video*

**Common Mistakes People Make in interviews**

Before you walk through the door for an interview you had better know a few things: what the business is all about, how to stay cool under pressure, and how you feel about working with people of different races and genders. *CD*
Exceptional Interviewing Tips: A View from the Inside

A job interview is one of the most taxing and stressful experiences that we go through in our lives. This video guides the viewer through the interview process with an enthusiastic host and representatives from four of the most successful businesses in the country. These representatives give advice on how to conduct yourself professionally in the interview situation and how to impress the interviewer with your poise and personality. Video and Workbook

Extraordinary Answers to Common Interview Questions

This well-thought-out program uses a fun quiz format to help job seekers recognize good and bad answers to common interview questions. Each segment is followed by advice from career experts on how to articulate great answers. Video

Ace the Interview: The Multimedia Job Interview Guide

Users are guided through a self-directed series of interview scenarios and expert tips. This program is divided into three sections: Doing Your Homework (preparation for personal presentation); In the Spotlight (the interview process); and Follow-up. This interactive approach of Ace the Interview provides flexible instructional strategies to meet the needs of a wide range of learning styles. Windows/Mac CD-ROM

Interview Challenge

Players learn 8 vital skills for successful interviewing, as well as 7 types of questions and how to answer them. This game is excellent preparation for the interview and interacting with the receptionist. Board game

Resumes, Applications and Interviews

Users will learn to write cover letters, complete job applications, and have successful interviews.

Construction Technology

Users learn hands-on simulations of an actual part of a construction job and provide an opportunity to try out a job in a safe environment.

Cosmetology

Users learn hands-on simulations of an actual part of a cosmetology job and provide an opportunity to try out a job in a safe environment.

Job Skills Materials

Great Careers in 2 Years or Less

Are you searching for a career that doesn't require a long-term commitment for college or training? Do you want a career field that will still be “hot” in the next ten to twenty years? video
**Careers Bingo**
Players match terms on their bingo card to definitions read by a caller. Includes a master list of terms and definitions and playing instructions. **Cards**

**Connections: Basic Telephone Techniques**
Live-action video will illustrate to your students some basic, yet crucial phone techniques that are often taken for granted even by seasoned professionals. Outbound and inbound phone procedures are covered in this thorough program. Clever, animated portions separate this phone skills program from the rest. **Video**

**Communicate! Skills for School, Business, and Everyday Life**
Oral Communication teaches the benefits of identifying your personal communication style. Written communication demonstrates the importance of understanding the purpose of the materials you are writing, and its intended audience. Users learn about the effects of moving and still picture, charts, tables, cartoons, signs, and other types of visuals in using images in communications. A great tool for professionals, students, and job seekers! **CD-Rom**

**Effective Listening Skills: Listening To What You Hear**
Students learn the benefits of listening and master the skill by deciding to listen, reading all stimuli, investing spare time wisely, verifying what they hear, and expending energy. Teach your students how to process the information that goes in one ear and that information won't have a chance to escape through the other! **Video**

**Feedback on the Job: Accepting Criticism**
Viewers meet two young managers who help workers with appropriate responses to feedback in different work situations. Whether feedback is true, unclear, or downright false, we discover how to respond in a way that enables us to develop confidence, separate our reactions from our feelings, and learn from the situation. **Video**

**First Job Survival Skills module I**
The Foundation: A Positive Work Ethic (3 videos with teacher guide)
Part 1: Giving 100%- Committing to the work ethic is the single most important way to prepare to face the demands of the work place and give 100%. Students will learn the importance of a positive work ethic. **Video**
Part 2: Personal Habits that mean a Lot- Arriving late and unkempt presents a poor attitude. Students will understand that personal preparations for the workday directly affect job performance and the boss’s perception of you as a worker. **Video**
Part 3: You Are Not in School Anymore- Disrespecting company goals and showing disrespect will not be tolerated in the workplace. Students will understand that immature behaviors are unacceptable. **Video**
First Job Survival Skills module II
Workplace Manners and Boundaries (3 videos with teacher guide)
Part 1: Crossing the Line- Expressing good workplace manners and courtesies enhances everybody's work performance. Students will learn that being friendly to co-workers while observing social boundaries promotes a healthy work environment.
Part 2: Workplace Conduct- Workers who are disrespectful, rude, or who invade the personal space of others are disruptive and show a lack of respect for their co-workers. Students will learn to understand appropriate workplace conduct. Video
Part 3: Workplace Disposition- A worker's ability to show respect, enthusiasm, maturity and professionalism is crucial in the first 90 days. Students will learn how vital it is to show enthusiasm on the job. Video

First Job Survival Skills module III
Learning and Doing the Job (3 videos with teacher guide)
Part 1: Listening and Overstating Skills- Paying attention is at the heart of any job. Students will learn that in order to succeed, they will need to focus on learning new tasks, following instructions and being honest about their abilities. Video
Part 2: Doing it the Bosses Way- Without a doubt, one of the first qualities a boss expects from a new worker is dependability. Students will also learn the importance of flexibility when the boss requires change. Video
Part 3: Going the Extra Mile- If you want to get promoted in any position, you will have to show the boss that you can think on your own, take initiative and innovate. Students will also learn the importance of being a team player. Video

Get a Job! A Guide for Teens
This video series is designed to help students increase awareness of personal interests and skills, understand the job hunting process, learn to write a resume, how to look for and apply for a job, how to have a successful interview, understand their paycheck, and learn how to budget. videos

Part 1: WHERE DO I FIT IN?
Takes a look at interests, goals and values, lifestyle and personality to help find the best match for a job or career.

Part 2: THE EASY WAY TO WRITE A RESUME
Writing a resume and cover letter is broken down into simple steps. Includes using power words.

Part 3: THE HOW TO'S OF LOOKING AND APPLYING FOR JOBS
Covers various techniques for the job search. Includes filling out an application, picking references, and record keeping.

Part 4: SUCCESSFUL INTERVIEWING: DO'S & DON'TS
Examples of right and wrong ways to interview, including how to dress, greet people, being on time, and more.
Part 5: TEENS AT WORK & MONEY MANAGEMENT
Presented in 2 parts: keeping the job and understanding the paycheck. Includes simple “rules” to keep a job, and what do teens do with their paycheck.

Putting Words to Work
Essential communication skills are the focus of this game. Emphasizes use of tone of voice and body language in effective communication skills. Includes full-color poster with communication skills. Game

Social Skills at Work
Looks at the experiences of transition-age workers at real job sites and focuses on social skills needed to succeed on the job. Covers: getting up on time, personal care, getting to work, getting along at work, following directions and staying on task. Features interviews with real life workers with disabilities and their employers. CD-ROM

Work Habits for the Beginner
A good work record will follow employees for the rest of their lives. Promotions, positive referrals, and a high self-esteem are all dependent on a past history of work success. This video shares the top ten work habits that contribute to a successful work history. Being on time, dressing appropriately, taking the job seriously, keeping busy, getting along with others, learning to take criticism and maintaining a professional demeanor are all discussed and presented in the context of concrete examples. Includes reproducible worksheets. Video

Independent Living Skills Materials
An Introduction to Intelligent Money Management
Viewers learn how to make the most of part-time or entry-level income and establish habits that will lay the foundation for a sound financial future. Viewers learn how to create a budget, assess their disposable income, set short and long term goals, establish a spending and savings plan, differentiate between gross and net pay, choose the right bank account, reconcile their bank book, and use credit wisely. Video

Apartment Renting 101
This comprehensive video addresses all of the issues to consider finding comfortable housing at an affordable price. It includes what to look for when renting an apartment—needs vs. wants, how to determine what you can afford, where to look, and how to read a lease agreement. Video
Budget Town

Players move around the game board drawing cards that require them to either pay or receive money. The realistic, true-to-life situations make it relevant for life skills training. **Board Game**

Can I Make It On My Own?

Since the goal of every student is to become independent, this program will show them the financial realities of living on his or her own. They'll learn about getting paid, finding a place to live, opening bank accounts, paying bills, buying insurance, suing credit, budgeting, and more. (This video is accompanied by over 35 pages of reproducible activities.) **Video**

Dollars and Sense

Videos and interactions teach users how to get control of their finances by creating a budget or spending plan and setting realistic financial goals. Gain a better understanding of the deductions of the first paycheck; learn about banking services, and credit services. **CD-ROM**

Family Life Curriculum

Step-by-step training includes the following topics and skills: money management, people skills, conflict management, housekeeping, handling emergencies, healthy lifestyles, time management, and meal preparation. *Curriculum Binder* *Reproducible Certificate of Achievement* *Assessment Forms* *One 9 min.*

Financial Literacy for Teens

This book will help young people develop good financial habits at an early age - habits that will enable them to successfully make, manage, multiply, and protect their hard-earned money. **Paperback book**

Feel Better About You

This workbook describes self-esteem and its importance to readers and then leads them through a series of exercises that help to evaluate and improve their self-esteem. Readers learn the importance of setting goals, writing affirmations, eliminating negatives from their words and thoughts, ignoring their inner critical voices and dealing with worst-case scenarios. **Workbook**

How to Read for Everyday Living

Individualized life skills CD-ROM prepares learners to read job ads, labels, applications, forms, menus, and other critical items. Basic vocabulary and key words are taught and, when needed, retaught using alternative teaching strategies. Crossword and other puzzles check comprehension. Also includes traveling and reading maps. **Includes one CD-ROM for Windows and Mac, and instructor’s guide in 3-ring binder.**
Graduating to Independence
A publication developed by the Social Security Administration, in collaboration with the Department of Education, for young people with disabilities and the people who support them, such as parents and other care-givers, educators, advocates and rehabilitation professionals. This multi-media package offers a variety of information, including suggested exercises, fact sheets, an interactive computer software program, a video and additional resource material. Multi-media

It's Your Choice: Planning for Life after High School
The video helps students look at a vision for their future. It describes a wide range of possibilities for life after high school. Stephanie, Mike and Les, three young adults with disabilities, guide students through options in five different areas of adult life:
* Where to Live
* How to Get Around
* Learning Opportunities
* Where to Work
* What to do For Fun

The Manual adds an instructional chapter called: Learning to Make Choices

Video

Money Station
The success of Money Station begins with the curriculum guide. Forty-six illustrated worksheets correspond to skill objectives, like “counting dimes to 30 cents” or “counting change back from a $10.00 purchase”. Photocopy reproducibles or print them out from the PDF’s on the CD-ROM. Students can count out realistic imitation money to find answers to worksheets or other activities. Box

Life Skills Games
Eight popular games add to your life skills curriculum and make instruction fun! Every game includes a program guide, workbook, and game materials.

You Tell Me #2
Learning basic information such as telephone number, months of year, days of week, colors, acceptance of correction when wrong answer is given and improving reading skills. Board game

Community Skills #3
Learning to function in your neighborhood using vending machines, dangers of strangers, using an elevator, placing a fast food order, sections of grocery store, Accepting when game is over. Board game

All about You # 4
Learning about yourself and the importance of finishing work, household chore Assignments, positive treatment of staff, physical abuse issues, peer pressure Issues, counting from 1-6. Board game

Looking Good #5
Learning to improve your appearance by wearing weather-appropriate clothing,
Proper nail care, bathroom safety rules, proper teeth care, toilet sanitation, Follow directions. Board game

Workplace Skills #7
Learning how to function on the job by filling out a job application, workplace rules, 4 safety signs at the workplace, finding a job, workplace money management, color Recognition skills. Board game

Behavior Skills #8
Learning how people should act to decrease incidents of stealing, not to intervene When a peer is acting out, to decrease incidents of rude comments, to decrease Incidents of running away, acceptable ways to show anger, not to ask the same Question over and over again. Board game

Managing Your Personal Finances (LINX Educational Publishing) - 3 videos
Show Me the Money - Understanding Your Paycheck
Trying to decipher a pay stub can be challenging. How do you determine what “take-home” pay is? What is FICA? What is a Medicare deduction? And why is the amount we take home so different from what we actually earn? This video features experts who help viewers unravel the mysteries of withholding from FICA to Worker’s Comp. And they will learn the purpose of a W-$ form and how to fill one out for an employer. (21 min.)

Money Matters - Mastering Basic Money Management
Being strapped for cash is no fun! Some find it hard to set aside money for a “rainy day.” Where does all the money go?? This video helps viewers find out. It explores the difference between fixed, flexible, and periodic expenses; how to set priorities for spending; and using software tools and online banking. It helps viewers discover why some expenses are necessary and others aren’t, and how long to develop a budget that works. (28 min.)

Extra Credit - Understanding the Do’s & Don’ts of Using Credit
It’s been called imaginary riches. But how can something imaginary cause such real-life financial trouble? Believe it or not, it can…and that’s why we have sure fire ways to avoid the pitfalls of using credit. Make sense out of simple interest and compound interest. Understand finance charges and annual fees; learn how to read a credit report. And discover secrets to a good credit rating. This video will show how your credit today affects your credit tomorrow while exploring the advantages and disadvantages of credit. (23 min.)

Money Skills #9
Learning to manage your money - count 4 quarters to $1.00, make a personal Spending budget, make age-appropriate purchases, identify sale price on price Tags, what to do if mugged/robbed, answer questions in loud enough tone. Board game

Safety Skills #10
Learning to be careful with the importance of locking doors of house at night,
safety rules for using a lawnmower, health dangers of smoking, importance of wearing a seatbelt, swimming safety rules, playing a game with no rude comments.

Board game

Social Skills #12
Learning to get along with others using age-appropriate social greetings, learning about inappropriate touching at school and work, developing good relationships with neighbors, learning how to meet new people in the community, accepting not winning 1st place at sports events, learning how to play a game with no behavior outbursts.

Board game

Personal Success
Personal Success is divided into six main categories: Personal Care for Women, Personal Care for Men, Personal Care for Everyone, Dressing for Success-Men, Dressing for Success-Women, and Clothing Care for Everyone. Once a specific activity is chosen, the student can either view a series of steps, showing how to perform an activity, or a series of tips, where issues of safety and social skills are addressed. CD-ROM

SafetySmart-1 Avoiding Hazards and Preventing Accidents
Part 1: How to Be Safe at Home (30 Minute Video)
* Safety in the kitchen and bathroom
* Safety using electrical cords and appliances
* Safeguarding against house fires * And More
Part 2: How to Be Safe as a Pedestrian (30 Minute Video)
* Crosswalk savvy and defensive walking
* How to pick a safe route/avoiding shortcuts
* Respond to being followed * And More
Part 3: How to Be Safe Using Transportation (30 Minute Video)
* Using a bus schedule
* Self-protection and safety on the bus
* Saying “NO” to drinking and driving * And More

SafetySmart-2 Getting Emergency Help
Part 4: How to Use Fire Dept. Resources
Teaches students basic home fire safety, when and how to call 911, plus identifies the variety of fire dept. services. Video
Part 5: How to Contact and Interact With the Police
Teaches the do’s and don’ts of interacting with the police and how the police can help in non-emergencies—like when the student is lost, and cooperating with law enforcement, and contacting 911 successfully. Video
Part 6: How to Access Free Health Care
Teaches how to recognize when health care is needed and how to receive health care—even if the student doesn’t have money for services, emergency room services, first aid tips and more. Video
Part 7: How to Get Help from the Pharmacy
Teaches how to use the pharmacist as a health consultant, over-the-counter vs. prescription drugs, the pharmacist’s role as a health adviser and more. Video
Spending Money (Attainment Company)

Users browse through eight stores in a “money mall” and but products like sweaters or soft drinks. They select appropriate bills and coins and receive change back. Separate exercises let students practice their money handling skills, with the teacher choosing if the student pays with coins or bills and if the exact amount is required. In the shopping option, the teacher decides how much the student has to spend. (CD - WIN/MAC)

Stepping Up Speaking Out

This videotape features young adults with disabilities who have demonstrated self-determination in the transition process. The videotape also features family members, school personnel and employers who have listened to these students and supported them to pursue desired futures.

Video

Steps to Independent Living Series

This series of activity texts gives you just the specific material you need to teach your students essential facts and skills for managing on their own. The books feature a minimum amount of print and ample illustrations with teachers guide.

*How to Use Money Wisely
*How to Get Well When You Are Sick
*How to Set Up Your Home
*How to Take Care of Your Home
*How to Look Out for Yourself
*How to Stay Healthy

Toward Independence

Learn to follow a picture schedule with Plan Your Day, Shopping Smart provides a picture based shopping list for students to follow, review money handling skills with Spending Money, explore eight neighborhood streets in Looking for Community Words, learn essential vocabulary with WordWise Community.

CD-ROM

Writing Checks Right Skills Workbook

Each lesson contains a summary of key terms and their meanings, a quiz emphasizing the most important aspects of the lesson, and exercises putting into action what has been learned.

*Writing Checks Right
*Writing Checks Check Pad
*Teacher's Manual
*Student Workbooks

Home Cooking Picture Cookbook - Attainment's Life Skills Curricula Series

A 58 page full color laminated Cookbook. Nonreaders and people with learning or memory problems can easily follow the pictorial sequences used in each recipe. The cookbook's picture index called the Menu Maker helps users find favorite dishes quickly and independently while the instructor's guide makes teaching cooking skills to any number of students a snap.
Social Skills Materials
10 Keys to High Self-Esteem - video
10 Ways to Boost Low Self-Esteem - video
10 Ways to Stay Motivated - video
10 Ways to Turn a Negative Outlook Into a Positive Outlook - video

A Day in the Life
This educational board game is designed to teach social and communication skills.
Allison, an 8th grader, is faced with a difficult day. She has to redo a term paper because she got the assignment wrong and got a D; her best friend yells at her; another friend needs advice on a boy that she likes. Allison needs good social and communication skills to make it through the day, and players have to give her guidance at every turn. Players help Allison be assertive yet respectful, disagree without lowering self-esteem, show empathy, and more. Includes a color poster listing communication skills.
Grades 5-8

Adaptive Behavior: Street Survival Skills Questionnaire
Provides an objective and reliable method of assessing adaptive behaviors.
The content of the SSSQ includes:
1. Basic Concepts
2. Functional Signs
3. Tools
4. Domestic Management
5. Health, Safety, First Aid
6. Public Service
7. Time
8. Money
9. Measurement

A Manual includes chapters on:
1. Purpose and development
2. Reliability and validity
3. Administration, scoring and table of norms
4. Guidelines for interpretation
5. Curriculum materials

The content of the SSSQ was selected to assess fundamental community living and prevocational skills of mentally disabled adolescents and adults.
Objective and reliable information is obtained by use of a multiple-choice pictorial Format that permits sampling of several aspects of adaptive behavior which facilitates living and working in the community.

Be Cool “Coping with Difficult People” (High School)
Coping with Teasing: With this module, you’ll help students understand teasing, and why people tease, distinguish friendly from hurtful teasing, and learn how to effectively deal with this behavior using a variety of “cool” responses. 47 minutes
Coping with Criticism: With this module, you’ll define criticism for students, help them distinguish valid from invalid criticism and understand why people criticize. Students will learn ways to “coolly” deal with criticism and avoid its adverse effects. 54 minutes
Coping with Anger: You’ll help students distinguish fair from unfair anger, and how to recognize when someone’s anger is becoming dangerous. 50 minutes
Coping with Bullying: Help students to understand bullying behavior and why people bully others, and to recognize dangerous bullying. 47 minutes
* Each module comes with a teacher guide and teacher/parent tape.

**Being With People**

With the Being With People series, you’ll teach the essential social skills needed to promote graceful social interactions and to establish positive relations with friends, dates, housemates, authority figures, strangers, and much more. **179 minutes total (8 videos)** *part 1 and 2 or *part 2 and 3

*4 Teacher’s Guides

Part 1 Being with friends
Part 2 Being with a date
Part 3 Being with Housemates
Part 4 Being with Authority Figures, Acquaintances & Strangers

**Character Challenge Game**

Playing this game gets students to think deeply and critically about important character issues. They learn what constitutes good (and bad) character and what character means in terms of relationships with family, friends, and adults.

*Grades 5-8 board game*

**Circles I: Intimacy and Relationships**

Various relationships are described and color-coded to illustrate appropriate behavior with strangers, children, friends, family, and self.

*12 Video Tapes
*9’x 5’ Laminated Wall Graph
*300 Peel and Stick Icons

* *Student Graph
*50 Laminated Icons
*1 Teacher Guide

**Part I (6 videos)**

All About Me
My Family/ My Boyfriend
My Relatives/My best friend
My Neighbors/Acquaintances
Children
Community Helpers-Health Workers
Total strangers

**Part II (6 videos)**

Getting to know you
Becoming Friends
On the Job
Kids on the Block
Strangers
Review

**Community Success CD**

Learning appropriate social interactions is complex. What do you say to a store clerk? Who gets off the elevator first? Community independence requires mastering step-by-step sequences. For example, find crosswalk, push “walk” button, wait for “walk” sign. Community Success CD addresses both social considerations, and step-by-step instructions. Realistic illustrations, instructive auditory cues and easy to use interface give students the opportunity to rehearse skills before they go out.

**Focused On: Social Skills for Teenagers and Young Adults with Visual Impairments** (American Foundation for the Blind)

This study guide provides an overview of the importance that social competence plays in the lives of teenagers and young adults with visual impairments. It also details specific
techniques for teaching blind and low vision secondary students to be socially competent. It focuses on such important aspects of teenagers' lives as self-esteem, verbal and nonverbal communication skills, the social demands in everyday life, and being an advocate to oneself. (video/study guide)

Know the Code: Learn social behaviors at school
The workbook focuses on 53 relevant social skills. The Code Cards illustrate 50 social behaviors in five easy-to-follow steps with talking points. The video presents social skills in a lively, story-based format. (Workbook, cards, video)

People Smart - 1: Basic Friendship Skills
People Smart-1 is the first video program to focus on the specific skills needed to make a "real" friend. Students will learn the 10 best ways to meet people, how to distinguish between an acquaintance and a real friend, and what to do to maintain a good relationship. Video

People Smart-2 Trust and Gullibility
Part 4: How to Mistake Friendliness for Friendship
An important lesson of growing up is learning that there is a difference between friendliness and being a friend. Because someone is friendly doesn't make him or her a friend. Teach students to develop realistic expectations for friendly neighbors, co-workers, etc., vs. real friends. Video
Part 5: How to Avoid Getting into Trouble with Strangers
Mistaking niceness for goodness can be dangerous. Students will learn to recognize and avoid potentially exploitive strangers and understand the importance of trusting the warning feeling that almost always surfaces in the presence of danger. Video

First Impressions
Module 1-Hygiene
With the help of our Video Models and our on-screen-medical experts, your students will see clear, step-by-step demonstrations of essential everyday hygiene practices that promote social approval and health. Video

First Impressions
Module 2-Grooming
Everyday grooming practices are illustrated using simple, down-to-earth language, humorous sketches and step-by-step demonstrations. This module teaches your students what they need to know. Video

First Impressions
Module 3 - Dress
The Dress module teaches your students how to choose well-fitting clothes and dress in a timeless classic style using colors that are mistake-proof in coordination. With a simple language, humorous examples and clear, step-by-step instructions, your students will learn the basics of good dress. Video
First Impressions

Module 4 - Attitude
A person with a bad attitude usually gives the impression of being disinterested, disrespectful, irresponsible and conceited. An important part of making a good first impression is NOT behaving in a way that shows others that you have one or more of these bad attitudes. Video

From Rage to Reason
This educational board game is designed to teach important concepts and practical skills for controlling anger and avoiding violence. Teaches SELF skills (stay calm), THINKING skills (think before act), and PEOPLE skills (relate and negotiate). Grades 8-adult (board game)

Life Skills Curricula Series

Looking Good
Looking Good includes a 215 pg. instructor’s guide focusing on 47 personal care activities. Each reproducible activity is illustrated step-by-step. Lesson plans feature objectives, data forms, and training suggestions. Seventy-two laminated routine cards fit in the Pocket Book to help users complete grooming activities independently.

Keeping House
Keeping House includes a 217 pg. instructor’s guide focusing on 48 housekeeping activities. Each reproducible activity is illustrated step-by-step. Lesson plans feature objectives, data forms, and training suggestions. Seventy-two laminated routine cards fit in the Pocket Book to help users clean independently.

Shopping Smart
Shopping Smart includes a 230 pg. instructor’s guide featuring illustrated step-by-step sequences of grocery department store shopping. Each reproducible activity is illustrated step-by-step. Lesson plans feature objectives, data forms, and training suggestions. The 288 laminated cards illustrate food and non-food items and function as a picture based shopping list.

Home Cooking
Home Cooking includes a 160 pg. instructor’s guide and a cookbook beautifully illustrated for non-readers. The guide provides 38 lessons with objectives, training suggestions, and reproducible recipe pages. The cookbook includes 37 healthy, easy-to-prepare conventional and microwave recipes. Cookbook pages are laminated for protection and displayed in an easel binder for easy viewing.

Select-A-Meal
Select-a-meal includes a 195 pg. instructor’s guide covering dining out and at home! Features step-by-step dining activities plus reproducibles. Emphasizes manners and appropriate social skills. Student resources include 144 laminated food choice cards, illustrated menu and pocket book.

Plan Your Day
The Plan Your Day instructor’s guide describes three types of schedules: Picture sequence, daily schedule, and on-going schedule. Reproducible school, community and
work cards plus calendar aids are included. Student resources feature activity, date, and calendar cards that fit into the Pocket Book to form a picture-based schedule.

Look What You've Done (LDOnline.org)
“Now look what you've done!” Whether they’ve failed a spelling test or dropped an easy pop fly, kids with learning disabilities hear those words far too often. It’s no wonder they often give up hope. And it’s no wonder we sometimes overlook what Dr. Robert Brooks calls the “everyday courage” of our children. (video/teachers guide)

Mind Your Manners
Five Part Video Series w/ Teacher’s Guide
This program illustrates classically right and wrong ways to interact with others that are humorous yet informative. You’ll give your students a basic foundation in acceptable manners that they will use daily. Video

1- Manners at Home 3- Manners at School 5-Greeting/conversation
2- Table manners 4- Manners in Public TEACHER INSERVICE

Writing with Symbols
A talking picture and work processing program with over 8000 illustrations. Allows you to type and have pictures quickly pop in to illustrate work meanings. Create printed activities, picture stories, student schedules or illustrated directions.

School to Work Transition Materials
School to Work Transition - Video Series
Video 1: School to Work Transition
How to make a successful transition from school to today’s working world. You either have high skills or you will have low wages.
Video 2: Learning for Earning
Defines workplace readiness skills your employer will expect you to have.
Video 3: Career Cluster Decisions
Your career cluster decisions are your guidepost for choosing your classes.
Video 4: Developing Partnerships
This video shows how your partnerships connect to your career cluster decision.
Video 5: Career Plan
Shows how your goals, high skill levels, career cluster decision and partnership connect to your career plan.

A Different Way of Learning
Looks at on-the-job challenges faced by workers with learning disabilities. An excellent primer for transition students who need to know how their learning disabilities affect job performance and how they can make adjustments to achieve success. Profiles a lawyer, human resources manager, security officer, and a foot specialist who have found work in their chosen fields despite learning disabilities. Inspirational and informative. Video (10 min.)
Career Day Planning Guide
You will be provided with sample formats, forms, and tools that you can use to plan a comprehensive, creative, and successful Career Day.

It’s All Part of the Job: Social Skills for Success at Work
This video features actual workers with developmental disabilities and their employers. Focuses on appropriate dress, good work habits (such as being on time), being a team member, and social skills (being friendly). Includes tips on following directions, taking breaks, and more. Video (21 min.)

Multimedia School to Work Inventory
This program is a great way to show the connection between school and work. Using a series of inventory questions, the software matches the user’s school interests and disinterests with the 12 major GOE career pathways and over 12,000 jobs. CD

My Future My Plan: Transition Planning Resource for Life after High School (Video/discussion guide)
This program inspires students with disabilities, their families, and the professional who work with them to:
  ➢ Begin the planning process as soon as possible.
  ➢ Keep the planning process student-centered and focused on the student’s goals, preferences, and interests.
  ➢ Be actively involved in the transition planning process.

Navigating the Rapids of Life (American Printing House for the Blind, Inc.)
This video identifies the common base of skills and experiences necessary for life success and, more specifically, employment success, for young people with visual disabilities. Transition to the workplace begins in early childhood with foundation skills that are developed at home, in school, and in the community. As children mature, they build upon early learning experiences and apply their skills in volunteer and paid work situations. Refining and adapting these skills is a lifelong process. (Video/booklet)

Off-To-Work Curriculum: A Vocational Curriculum for People with Disabilities
OFF TO WORK helps prepare people with disabilities to succeed at competitive or supported employment. Covers finding a job, job placement, keeping a job, job training, and advocacy. Dozens of reproducible forms are included: consumer assessments, ability assessments, job analysis forms, job compatibility forms, and pre-employment contracts. Focuses on neurological disabilities. (Book)

Transition Planning: A Team Effort
This Transition Summary describes how to creatively construct a student’s transition team to use all community resources available, not just the agencies that have been traditionally involved. (Book)

Teenagers Preparing for the Real World
This book’s messages focus on:

- Pursuit of dreams
- Early Career Preparation
- Integrity

*Communication skills
*Networking skills
*Community Service

**W.A.G.E.S. – Working at Gaining Employment Skills** (Sopris West Products)

This is an intensive and easy-to-use curriculum designed to teach any adolescent the practical social competence needed to successfully find and keep a job. Over the course of 33 structured lessons, students learn and practice important job-related qualities like responsibility, punctuality, and self control—qualities that are crucial to doing well in the workplace.

**Miscellaneous Materials**

**Autism Series – 4 Videos**

Interviews with individuals with Autism Spectrum Disorder offer insights into their world. They discuss school and employment issues and social challenges. Tips are given on ways to support these individuals at school, work, and during employment.

- Finding Out What Works: Creating Environments Where All Can Learn 23 minutes
- We’ve Climbed Mountains: Increasing Our Understanding of Autism Spectrum Disorder 17 minutes
- Untapped Talents: Pursuing Employment 19 minutes
- Developing Friendships: Wonderful People to Get to Know 12 minutes  
  *(Contains some discussion about suicide.)*

**Community Transition Council: A Vehicle for Improving Student Outcomes**

A presentation to develop and maintain Community Transition Councils as an instrument for overcoming barriers in the transition from school to adult life.

**National Toll Free Numbers**

Lists the toll-free numbers of selected national organizations addressing disabilities.

**Profiles of Success**

Shares stories of families that have received support services thanks to the 317 Plan (the Medicaid waiver).

**Putting Creativity to Work – Careers in the Arts for People with Disabilities**

Addresses real careers, real work, and real opportunities in the arts for millions of people with disabilities.

**Supporting Workers with Disabilities**
This video and booklet gives tips to employers on how to best support workers who have disabilities.
Video (10 min.)

Teaming For Transitions
Manuals helping describe what transition services are and will provide for the student and their family.

The Rainbow Book
2004/ Information and Referral Network, Inc.
Directory of Human Services for Central Indiana

The Road Ahead: Transition to Adult Life for Persons with Disabilities
This new resource provides strategies and ideas for improving the lives of people with disabilities, from assessment and instructional strategies to career development and supported development. (Book)

Added ITEMS

Next Dollar Shopping: Board game

Ethics on the Job: Board game

Dressing for Success: Video of practical tips for dressing for success in job interviews and on the job

Grooming for Success: Video of practical tips for grooming for success in job interviews and on the job

Keeping House: Video about housekeeping skills

Getting Around: Teaching community mobility skills to adolescents and adults with disabilities. (Book)

Barriers to Employment Success Inventory: An assessment to help identify obstacles that may keep you from getting a good job or from getting ahead in your career.
Items:

**Job Ads & Career Paths - Book + CD** - The overall purpose of the program is to teach students to critique job ads and to provide an awareness of the careers behind the 30 main job ads that are critiqued.

**Computers @ Work - CD & Job Cards** - Vocational software ideal for long term training of school-to-work students. Computers at Work focuses on actual computer skills that prepare users for office jobs. Features two distinct programs, Data Entry and Order Processing. Both programs challenge students at three levels of difficulty, working independently for an hour or more while learning real office procedures. As skills improve, users progress from simple tasks to jobs common in today's workplace: Entering orders, checking inventories and determining payment methods.

**My Community - CD** - My Community is all about enhancing a child's social skills and personal safety in the larger world outside the classroom. Using video of real people interacting in different settings, this CD teaches children and young people (with a cognitive age of 5-15 years) appropriate social behaviors, interactions, expectations and safety precautions, and features an assortment of peers and adults commonly encountered in the community.

**School Rules! - Volume 1 - CD** - Teaches older children (of cognitive age 8-18) acceptable behaviors during structured activities related to the classroom, group work and physical education. This volume also presents real-life video scenarios covering those parts of school life that are not part of academic programming, including hanging out with friends, hallway interaction, and the sensitive issues of PE locker room and personal hygiene.

**School Rules! - Volume 2 - CD** - takes up where School Rules! Volume 1 leaves off, teaching social interpretation skills during unstructured times when social rules are most challenging. It's a great way to build social and organizational skills in children who run into difficulty dealing with lunch periods and hallway interactions between classes.

**First Job Survival Skills - Module 4: No Whining, No Excuses**

**Part 1: I Would Have, Except...**
You'll teach your students that excuses like "you didn't tell me to" and "I thought it was good enough" communicate that you are not a team player, have no initiative, and don't listen to directions. 24 mins

**Part 2: But...**
Your students will learn that excuses like "I didn't have enough time" and "don't blame me, it's their fault" communicate that you don't know when to ask for help and that you are not a team player. 16 mins

**Part 3: Being a Team Player**
The Stanfield Comedy Players really had fun with this. Your students will see a sampling of seven types of problem workers: the Whiner, the Slacker, the Uncooperative, the Unfocused,
the Know-It-All, the Excuse-Maker, and the Undependable, and will learn how to avoid these job-killer behaviors. 13 mins

First Job Survival Skills- Module 5- Integrity at Work

Part 1: No Second Chance
The importance of being honest and truthful with an employer cannot be overestimated. Students will learn that employees are seldom given a second chance to prove themselves trustworthy.

Part 2: An Honest Day’s Work
Breaking promises, avoiding work and repeatedly calling in sick are explored as examples of a lack of integrity at work. Students will learn that wasting time on the job can also be seen as dishonesty by the boss.

Part 3: Review: Bosszilla Meets the Employees from Hell
In these hilarious vignettes, your students will see an example of seven types of problem workers and identify ways to avoid these 90-day washout behaviors.

First Job Survival Skills 2- Module 6: The Boss Will Understand
Soft Skills #8, #11

Part 1: Being Responsible
SCANS: F13
Personal problems, bad moods and complicated social lives that spill over into the workplace can destroy productivity and harmony. Students will learn how highly bosses value employees who can park their personal lives at the door and put the job first.

Part 2: Being Positive
SCANS: F13, F14
Gossiping about co-workers, complaining about assignments and undertaking tasks reluctantly can create a negative workplace. Teach your students how to create an infectious “can do” environment that motivates co-workers and impresses bosses.

Part 3: Living the Work Ethic
SCANS F13, F14
Students will learn to take their jobs personally, becoming their own quality control supervisor and taking pride in a job well done. In answering the Ancient Employee Riddle, they will see that success at work depends on commitment and hard work.

JobSmart-2: Job Safety & Attitudes Related to Promotion
JobSmart-2 teaches students “can-do” work habits and “how not to” examples. It shows how to approach work with a level of enthusiasm that will gain respect and earn promotions. Also focuses on essential job safety skills. Comes in 3 parts:

Part 4: How to Get a Promotion:
Your students will learn the top 10 things employees can do to be considered for a promotion. They’ll also learn that no matter how good they are at the work they do, they usually will not get a promotion if they have a bad attitude or poor work habits. 30 mins
Part 5: How to Avoid Getting Fired:
Some things can get you fired on the spot! No warnings, no second chances. And they are things anybody can avoid doing.  

Part 6: How to Avoid Getting Hurt:
The Stanfield Comedy Players illustrate common ways employees injure themselves at work... and what to do instead.  

You're The Boss - Game - The game teaches students how a real business works, as well as how employees directly contribute to the success or failure of the business. In the game, players are responsible for running a department store and are confronted with real decisions under conditions of business competition. This puts them "in the boss's seat" and requires them to take the employer's perspective. In the course of playing the game, students directly experience the joys and frustrations of running a business with a range of employees, ranging from excellent to extremely poor.  

Equipped for Life - Game - The game includes over 100 situation cards for each of two levels, grades 5-8 and 9-young adult. Topic areas include: daily living, education, relationships, school, community, substance abuse, employment, and after school activities. As players move around the game board, they are asked to identify thinking errors and replace them with accurate thoughts and constructive action plans. In this way players not only see the negative effects of these thinking errors but also practice creating action plans that will result in improved self-management and consideration for other individuals and the community as a whole.  

Life Centered Career Education - Life Centered Career Education (LCCE) teaches you to prepare students to function independently and productively as family members, citizens, and workers, and to enjoy fulfilling personal lives. LCCE is a motivating and effective classroom, home, and community-based curriculum.  

The LCCE curriculum is an educational system designed to provide students who have mild mental disabilities, learning disabilities, or who are "at risk" with the important skills needed to function successfully as productive workers in the home and community.

The curriculum focuses on both the paid and unpaid work that one does as a responsible community and family member, a citizen and volunteer, an employee, and a productive leisure and a vocational participant.  

Job Search Attitude Inventory - The JSAI helps individuals identify their key attitudes about looking for a job and consider suggestions for becoming more active and self-directed in the job search.  

Job Survival and Success Scale (JSSS) is designed to help trainers and programs identify an individual's strengths and weaknesses in relation to critical job retention skills. The assessment has been designed for easy use, and is a great complement to JIST's job retention workbooks and videos.