career planning

Identifying Learning Styles	Determine how an individual learns & studies best.	a
Preventing Drop-Outs	Identify potential drop-outs & poor performers.	a
Job Readiness & Retention Test	Identify if an individual is ready to work.	a
Job Readiness & Retention Training	Learn acceptable workforce attitudes & values.	t
Exploring O*NET Jobs	Explore O*NET jobs by using various search criteria.	a t
Determining Workforce Intelligence	Determine job readiness in job-related basic academic skills.	a

job preparation

Job Related Basic Academic Skills	Learn basic skills related to specific occupations.	t
Workforce Skills Training	Learn workforce skills in 42 interactive training modules.	a t
Training in Computer Literacy	Learn computer basics and applications.	t

job selection

Assessing Abilities	Measure work-related aptitudes.	a
Assessing Interest	Measure work-related preferences.	a
Assessing Work Values	Measure work-related values.	a
Job Search Training Series	Learn job search skills and techniques.	t
Job Matching	Match individuals to national & local jobs (with gap analysis).	a
Job Specific Skill Certification	Determine competency in job specific skills.	a

job development

Identifying Work Styles	Determine how individuals work & perform best on the job.	a
Interpersonal Skills	Learn how to work with others.	t
Training in Advanced Software Applications	Learn advanced software applications.	t

self improvement

Finding a College Major	Determine the BEST college major.	a
Assessing Destructive Behaviors	Determine risk/need factors for at risk individuals.	a
Developing Life Coping Skills	Assist individuals in coping with life, work and personal issues.	a t
Basic Parenting Skills	Learn parenting skills for children (birth to 5 years old).	t
Financial Literacy	Learn how to be responsible for financial well being.	t

a=assessment   t=training

TBS Technology Based Solutions

Career Transitions
Overview

Serving Individuals
In Transition
Through the Use of
Technology Based Solutions

Technology Based Solutions (TBS) offers a comprehensive set of tools to assist individuals who are in some form of a career or job transition. These 15 transitions have been classified into three groups:

Education Transitions
1. School-To-Work
2. School-To-College
3. College-To-Work
4. Drop Out-To-School
5. At-Risk Youth

Workforce Transitions
1. Unemployment-To-Working
2. Welfare-To-Work
3. Drop Out-To-Work
4. Dislocation-To-Work
5. Job-To-Career

Re-Entry Transitions
1. Ex-Offender-To-Work
2. Veteran-To-Work
3. Disabled-To-work
4. Homemaker-To-Work
5. Mature Worker-To-Work

Each Scenario will utilize all or many of the tools shown on the left. Presently the Transition Model offers 23 Technology Based Resources. The tools are placed into 5 stages of career or job development.

Career Planning

The First Stage of the Transition Process includes a battery of computer-based assessments and exploration tools that are designed to help an individual identify potential career and training options. This stage addresses the following Career Planning activities:

1. Identifies how the individual learns and studies best
2. Identify potential drop-outs & poor performers.
3. Identify if an individual is ready to work.
4. Learn acceptable workforce attitudes & values.
5. Explore O*NET jobs by using various search criteria.
6. Determine job readiness in job-related basic academic skills.

Identifying Learning Styles

Learning Styles is an Internet-based Assessment that is designed to enhance educational success by discovering how students learn, work, and study effectively. The assessment covers 25 learning dimensions of diversity such as; Left/Right Brain Dominance, Sensory Modalities, Physical Needs, Environment Social Grouping, Attitudes, etc. There is also an assessment for teaching styles. Results from 5 or more individuals can be grouped together to find the profile of a group. Assessment time is approximately 20-25 minutes.

Product - **Learning Styles Analysis**

Preventing Drop-Outs

The Performance And Retention (PAR) assessment is designed to identify students who have a greater probability of staying in school or job training programs for a longer period of time & will perform better in school or job training programs. Conversely, it will also identify those who are likely to not perform well and are strong candidates to become part of the dropout population. Assessment is available in English (with audio), Spanish, French and German. Assessment time is approximately 20-25 minutes.

Product - **Performance And Retention**

Job Readiness & Retention Assessment

The Employment Inventory (EI) is a behavioral/personality assessment used to determine: 1) Performance (reliability, dependability, and responsibility), 2) Retention (likelihood of staying on the job), 3) Customer Service (ability to work with people) and 4) Sales (ability to sell a product or an idea). EI measures the personality characteristics found in productive job behaviors. The assessment is reliable and dependable and has passed all EEOC, ADA, and Adverse Impact requirements. The assessment has been administered to more than 25 million individuals in the private sector. Time: 25-45 minutes.

Product - **Employment Inventory**

Job Readiness & Retention Curriculum

WorkGo is an instructional system designed to provide Attitude Development in work behaviors, approach to work, and work performance. After completing the assessments (Performance, Retention, Customer Service and Sales), the individual will use the results co complete the workbook and Instructional modules. Presently the system contains 2 modules (14 programs) in **Developing Job Related Attitudes** and **Developing a Service Mentality**. Completion time is 8-12 hours.

Product - **WorkGo**

Exploring O*NET Jobs

Exploring Jobs is an exploration tool that is designed to provide a very simple process to explore all jobs in the US Department of Labor O*NET database.

Product - **Exploring Jobs**

Determining Workforce Intelligence

This computerized set of assessments are designed to measure an individual's ability to perform the underlying vital basic academic skills required for success in the workplace. Assessment time is approximately 25 minutes per assessment.

Workforce Intelligence Audit

The audit contains 59 questions made up of questions from the Workforce Intelligence Tests.

Workforce Intelligence Tests

- Reading Comprehension
- Analytical Skills
- Comparison Skills
- Windows 2000
- Internet Basics
- Punctuation
- Math Word Problems
- Customer Service Mindset
- Basic PC Terminology
- Work Grammar & Spelling
- Following Written Instructions

Product - **Workforce Intelligence**

Job Preparation

The Second Stage of the Transition Process includes a battery of computer-based instruction tools that are designed to help the individual address any barriers that may prevent them from securing or advancing in a job. This stage provides the following Job Preparation instruction:

1. Learn basic skills related to specific occupations.
2. Learn workforce skills in 42 interactive training modules.
3. Learn computer basics and applications.

Acquiring Job Related Basic Skills

The BASE software provides an Occupational Foundation for the basic academic skills required in 23 demand occupations. Occupations include; hospitality & customer service, skilled trades, technology, medical and more. Each lesson includes assessments, job outlook, mathematics, English language, related vocabulary, reading for work and math problems. The content is presented in dimensions related to the Department of Labor's O*NET database such as; dexterity & visual perception, active listening, judgment & decision making, critical thinking, time management, customer service, oral comprehension and attention to detail. The management system manages students, classes, content and includes the ability to customize content and assessments.

Supplemental workbooks and teacher guides are available. The workbooks can be used as a stand alone curriculum, paired with other curriculum or work in conjunction with the software. The workbooks are available on CDs with an unlimited duplication license. The 100 workbooks and 100 teacher's guides fall into the following categories:

- Math for Work
- Writing for Work
- Reading for Work
- Personal Math Skills
- Career Builder's Workbook
- Performing at Work

Product - **Basic Academic Skills for Employment**
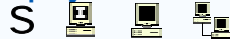
Workforce Skills Training

SISTEM is a technology-based training series consisting of 42 independent courses dealing with Workforce Readiness Skills covering Job Readiness, Job Search and Job Success. The courses are designed for small group delivery (up to 32 participants). The courses are available in English and Spanish.

In addition, they can be server or internet delivered using highly engaging student response interaction, video, animation, still photos, text, and graphics. The management system captures all student responses which can be retrieved at any time to identify client performance or Competency Acquisition.

Product - **SISTEM**

Training in Computer Literacy

ICDL is a step-by-step computer-based training system that provides interactive instruction and testing in 7 courses:

- Basic Concepts of Information Technology
- Using the Computer and Managing Files
- Word Processing
- Spreadsheets
- Database
- Presentations
- Information and Communication

The curriculum contains over 35 hours of instruction and includes pre/post testing to measure a starting point and to measure mastery. An optional management system, CheckPoint, is available for the ICDL curriculum.

Optional Learner's Manuals are also available for each of the 7 assessments. These contain the content covered in the ICDL software. Mastery of the content can lead to an international certification in 3 or 7 courses. This credential is recognized as a certification in over 130 countries and most recently in the US. TBS is a facilitator in the testing provided by the ICDL organization.

Product - **International Computer Driving License**

Technology Based Solutions

504 Floral Vale Blvd.   Yardley, PA 19067   Phone: 888.783.2283
Fax: 215.579.0904   www.askTBS.com   info@asktbs.com

Visit asktbs.com/tour
for more information

v061206

Job Selection

The Third Stage of the Transition Process includes a battery of computer-based assessment and training tools that are designed to help the individual in the job selection process. In addition, the individual will find out if he/she is truly qualified to move right into the position and contribute immediately. This stage provides the following Job Selection assessments and training tools:

1. Measure work-related aptitudes.
2. Measure work-related preferences.
3. Measure work-related values.
4. Learn job search skills and techniques.
5. Match individuals to national & local jobs (with gap analysis).
6. Determine competency in job specific skills.

Assessing Abilities, Interests & Values

The Whole Person Assessment (WPA) is a battery of assessments and career exploration activities that include Abilities, Interest, and Work Values. The assessments are designed to help individuals identify a potential career or job. The assessments and results are based on the Department of Labor's O*NET job database. The report provides a seamless connection to the O*NET database and career videos for over 400 jobs. The assessment time varies for each of the programs. If an individual takes all 3 assessments, the completion time is approximately 90-120 minutes.

***Product* - Whole Person Assessment**

Job Search Training Series

Job Search is a skill that everyone must have when preparing for entry or re-entry into the workforce. This comprehensive curriculum consists of 8 instructional courses delivered via CD, LAN or PC. The 8 courses deal with:

• Goal Setting *
• Developing A Resume
• Building A Resume
• Conducting an Effective Job Search
• Developing the Cover Letter & Job Application
• Preparing for the Interview
• Observing and Evaluating an Interview
• Community Networking*

*same courses are offered in Financial Literacy – Targeting Success: Money Management

Accompanying the curriculum is a developmental portfolio which consists of hands on exercises plus a documented history of the Job Search process and progress. In addition each module is accompanied by a pre-test and a post-test. Learning modalities include; narrated instruction, client worksheets, Internet resources, and expert interviews. Each course takes approximately 1-2 hours.

***Product* - Targeting Success**

Job Matching

This Internet-based selection and staffing assessment system has two major components; Job Analysis and Applicant Assessment. Both components cover 10 independent assessment dimensions, namely:

Personal Characteristics
• Performance & Retention
• Customer Service
• Sales

Work Culture
• Work Culture

Worker Requirements
• Knowledge
• Skills
• Abilities

Job Characteristics
• Work Activities
• Work Environment
• Work Styles

In addition to matching individuals to local job opportunities, the program will also provide matches to over 900 job titles found in the O*NET database. Each match generates a GAP Analysis which serves as a prescription for further training. Assessment time varies by assessment.

***Product* - i-Match**

Job Specific Skill Certification

This job specific skills testing system contains over 600 validated tests covering the following major content areas; accounting, call center, financial, industrial, legal, medical, office/professional skills, all Microsoft™ titles, and computer technical skills. Each test produces a comprehensive report covering the question details plus summary data. This process is especially helpful after the organization has identified the best job candidates (using i-Match) and they want to make sure that the candidate possesses the job specific skills necessary for job performance. The test time for each assessment varies.

***Product* - SkillCert**

Technology Based Solutions

504 Floral Vale Blvd.   Yardley, PA 19067   Phone: 888.783.2283
Fax: 215.579.0904   www.askTBS.com   info@asktbs.com

Visit asktbs.com/tour
for more information

v061206

Job Development

The Fourth Stage of the Transition Process includes a battery of computer-based assessment and instruction tools that can help the individual in the "Life Long Learning" process to become better qualified and truly competitive in a job. This stage provides the following Job Development assessments and instruction tools:

1. Determine how individuals work & perform best on the job.
2. Learn how to work with others.
3. Learn advanced software applications.

Identifying Work Styles

This assessment is designed to enhance job performance by discovering how individuals work best. This assessment deals with 24 dimensions of work. The results are designed to provide a practical framework for better understanding of oneself and one's interaction with colleagues, superiors and the job environment.

By matching work requirements to working styles, workers will increase their job satisfaction and work performance. In addition, the organization benefits by increasing communication, building stronger teams, reducing stress, facilitating user friendly work areas and enhancing management techniques.

There are two types of the assessment available: working styles and corporate training styles. Approximate completion time is 20 minutes.

Product - **Work Styles Analysis**

Interpersonal Skills

The 17 courses are designed to provide information and resources to individuals so that they can orient themselves to the new requirements in the world of work. The content is designed to assist individuals in becoming more communication literate, allowing them to compete more effectively in a global economy. The concepts presented are designed to help the individual get, keep, and advance in a job. Each lesson format includes a pre-test, lesson, practice exercises (minimum of 50 questions presented in 6 sports games), and a post-test. Program includes a complete management system. The courses are available on the Internet or PC. The courses cover the following areas:

- Correct Work Behavior
- Customer Service
- Dealing With Supervisors
- Positive Thinking
- Reading For Work
- Relating To Others

- Decision Making
- Effective Speaking
- Following Directions
- Health & Appearance
- Listening Skills
- Managing Emotions
- Team Work
- Time Management
- Writing For Work
- Working Productively
- Your Personality at Work

Product - **Ready For Work**

Training in Advanced Software Applications

This step-by-step computer-based training system is designed to provide interactive instruction in the following areas:

- General PC Skills
- Windows (2000 and XP)
- Internet Explorer
- Word
- Excel
- Access
- PowerPoint
- Outlook

The curriculum contains over 35 hours of instruction and includes pre/post testing to measure a starting point and to measure mastery. An optional management system, CheckPoint, is available for the curriculum. The content is designed to assist individuals in becoming more literate, allowing them to compete more effectively in a global economy. Approximate completion time is 2 hours per course.

Product - **Advanced Software Training**

Technology Based Solutions

504 Floral Vale Blvd.   Yardley, PA 19067   Phone: 888.783.2283
Fax: 215.579.0904   www.askTBS.com   info@asktbs.com

Visit asktbs.com/tour for more information

v061206

Self Improvement

The Fifth Stage of the Transition Process includes a battery of computer-based assessment and instruction tools that can help the individual move to a new position, while dealing with issues in everyday life. This stage provides the following Self Improvement assessments and instruction tools:

1. Determine the BEST college major.
2. Determine risk/need factors for at risk individuals.
3. Assist individuals in coping with life, work and personal issues.
4. Learn parenting skills for children (birth to 5 years old).
5. Learn how to be responsible for financial well being.

Finding a College Major

The College Major Interest Test (CoMIT) is an Internet-based inventory designed to help individuals select the BEST college majors and ultimately move into an associated career. Interests/Preferences are measured by the individual's reaction to a series of statements with visuals that depict actual job activities. The individual has the option to select any (or all) of the 5 Major Fields; Social Science & Humanities, Business & Economics, Arts & Communications, Science & Technology, and Engineering. For each field, there are 10 to 12 majors. In addition, there is a General Placement test for those individuals who are unsure where their interests lie. Approximate completion time is 25 minutes per assessment. Exploration time varies.

Product - **College Major Interest Test**

Assessing Destructive Behaviors

This PC/Internet-based program is a combination of Behavioral Assessment Tools, Behavioral Improvement Plans, Performance Monitoring Clinical Management Tools, and Education & Treatment Curriculum. There are various assessments available in the following categories: Adult Alcohol/Drug, Teen Alcohol/Drug, Psychological, Anti-Social/Criminal Behavior. The program places much of the responsibility on the client to; accept the results as accurate, be willing to work on a program of improvement and fulfill the commitments. It is apparent that assessing negative behaviors is a necessary step toward changing destructive behavior patterns.

Product - **iM Responsible**

Developing Life Coping Skills

This Internet-based program is a confidential interactive program that helps an individual resolve personal dilemmas by providing immediate, personalized feedback and guidance. The program covers those problems that make individuals angry, depressed, anxious, guilty and overly stressed. The initial assessment deals with Taking Care of Today, Letting Go of the Past & Building a Solid Future. Related topics include Daily Life, Family Life, Love Life, & Work Life. Additional content includes dealing with Self-Doubts & Negative Emotions. The individual develops skills in Daily Life, Skills to Fulfill Potential, Communication Skills, and Relationship Skills. Assessment time varies.

Product - **Mastering My Life**

Basic Parenting Skills

Basic Parenting Skills is an individualized self-paced computer based program. It is designed for parents or care-givers of children from birth to 5 years old. The software curriculum is designed to teach and strengthen the skills needed to play an active role in the child's early years. The program consists of 10 independent courses that are offered in both English and Spanish. Topics include Being A Teacher, Family Communication, Discipline, Consistent Parent, Behavior & Social Skills, Habit Management, Co-Parenting, Safety, Health & Hygiene, and Food & Nutrition. The program is also designed to work well with small groups led by a facilitator.

Product - **Basic Parenting**

Financial Literacy

This financial literacy series contains four instructional modules dealing with:

- Goal Setting*
- Basic Personal Finance
- Financial Institutions and Borrowing
- First Steps Towards Investing
- Savings and Investing
- Community Networking*

same courses are offered in Job Search – Targeting Success: Job Search

Accompanying the curriculum is a developmental portfolio which consists of hands on exercises. In addition each module is accompanied by a pre-test and a post-test. Learning modalities include; narrated instruction, client worksheets, Internet resources, and expert interviews. Each course takes approximately 1-2 hours.

Product - **Targeting Success—Money Management**