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

Reentry Transition
Ex-Offender-to-Work (Adult)
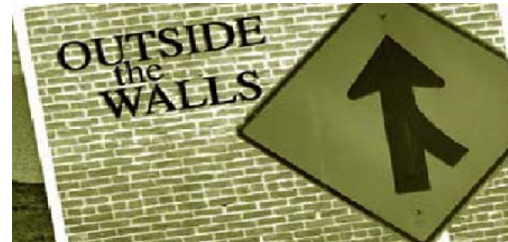
Technology Based Solutions offers software solutions for adults who will reenter the workforce after incarceration. In order to make this transition less traumatic for individuals, TBS has created a solution.

The chart shown on the left side identifies the 5 stages of resources available through Technology Based Solutions that will assist individuals.

- **Career Planning** helps the individuals assess where they are in reference to today's job market.
- **Job Preparation** helps individuals to acquire the skills needed to compete in the job market.
- **Job Selection** helps guide individuals to an area where they can find satisfaction.
- **Job Development** gives individuals the added tools they need once they are in a work environment.
- **Self Improvement** focuses on the individual's life issues and how these can affect his/her career.

The items with the checkmarks are applicable to the Ex-Offender-To-Work Transition for adults. The resources will also span the different phases of the individual's transition from incarceration to work.

Pre-Reentry - Prepares the individual to reenter society by identifying their abilities, interests & academic abilities. This information is used to target the best job for the individual.

Reentry - Focuses on job readiness and retention, work styles, interpersonal skills, job search and money management. These tools help the individual prepare be a successful worker.

Sustain & Support - Focuses on life coping skills and the pressures in dealing with daily life, relationships, work life and the future.

With these resources the outcome is an individual who can meet or exceed employers' expectations. Individuals can be confident they have chosen the appropriate field and have obtained the necessary skills that will enable them to cope with personal and financial issues and advance in the workforce.

Identifying Learning Styles

Product - Learning Styles Analysis

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 are 3 different versions of the assessment for different age ranges. 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.

Job Readiness & Job Retention Assessment

Product – Employment Inventory

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. The assessment time is approximately 25-45 minutes.

Exploring O*NET Jobs

Product – Exploring Jobs

Exploring Jobs/Careers 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. The most unique aspect of the exploration is the flexibility of the unique search engine. Searching can be completed in one or more following 8 Dimensions; Job Family, Job Zone, Top Interest Level, Top Work Value Level, Required Educational Level, Required Work Experience, Amount of On-the-Job Training Required, and the Amount of On-Site-Training Required. For many of the jobs there is a short video describing the job. Additional exploration leads to in-depth information about the job including the required tasks, duties, knowledge, skills, abilities, work activities, work environment, work values, salary and labor market projections.

Determining Workforce Intelligence

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

Acquiring Job Related Basic Skills

Product - Basic Academic Skills for Employment
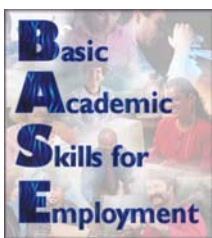
The BASE software provides an Occupational Foundation for the basic academic skills required in 23 demand occupations. Occupations include; hospitality & customer service, skilled trades, technology, medical and more. Each lesson includes assessments, job outlook, mathematics, English language, related 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

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.

Training in Computer Literacy

Product - International Computer Driving License

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.

Assessing Abilities, Interests & Values

Product - Whole Person Assessment

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.

Job Search Training Series

Product - Targeting Success

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.

Job Matching

Product - i-Match

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	Work Culture	Work Requirements	Job Characteristics
• Performance & Retention	• Work Culture	• Knowledge	• Work Activities
• Customer Service		• Skills	• Work Environment
• Sales		• Abilities	• 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.

Job Specific Skill Certification

Product - SkillCert

This job specific skills testing system contains over 700 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.

Identifying Work Styles

Product - Work Styles Analysis

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.

Interpersonal Skills

Product – Ready For Work

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

Training in Advanced Software Applications

Product - Advanced Software Training

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.

Finding a College Major

Product - College Major Interest Test–CoMIT

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.

The CoMIT results screen shows all the potential majors ranked according to the individual's preferences. Additional information is available about each major, including an overview, job & labor market information, required activities, tasks, skills, knowledge, abilities, work environment, career videos, plus much more. In additional, there are other links leading to over 3,000 colleges including student aid information plus many additional resources that are all part of the college planning process. Approximate completion time is 25 minutes per assessment. Exploration time varies by the individual.

Assessing Destructive Behaviors

Product – iM Responsible

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.

Developing Life Coping Skills   *Product - Mastering My Life*

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 and Building a Solid Future. Related topics include Daily Life, Family Life, Love Life, and Work Life. Additional content includes dealing with Self-Doubts and Negative Emotions. The individual develops skills in Daily Life, Skills to Fulfill Potential, Communication Skills, and Relationship Skills. Assessment time varies.

Basic Parenting Skills   *Product – Basic Parenting*

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. Basic Parenting is based on the belief of the importance of the parents' role in the education of a child. 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. Suggested activities are detailed in the instructor's guide.

Financial Literacy   *Product - Targeting Success—Money Management*

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.