



## Quick Start Guide Client

The WorkGo Job Readiness & Job Retention Skills Training Program is delivered on the Internet.

### Client Log In

1. Open an Internet browser (i.e. Internet Explorer)
2. Go to **www.workgo.org**

The following screen will appear:

The screenshot shows the WorkGo Job Readiness Program website. The top navigation bar includes the WorkGo logo and a 'login' button, which is circled in red. Below the navigation bar, there is a header for 'Work Go Job Readiness Program'. The main content area features a section titled 'WorkGo Job Readiness Program' with a description of the program. Below this, there is a section titled 'Job Readiness Skills Program' with a description. At the bottom of the page, there are two links: 'Module Overview' and 'Topics Outline (pdf)', both of which are circled in red.

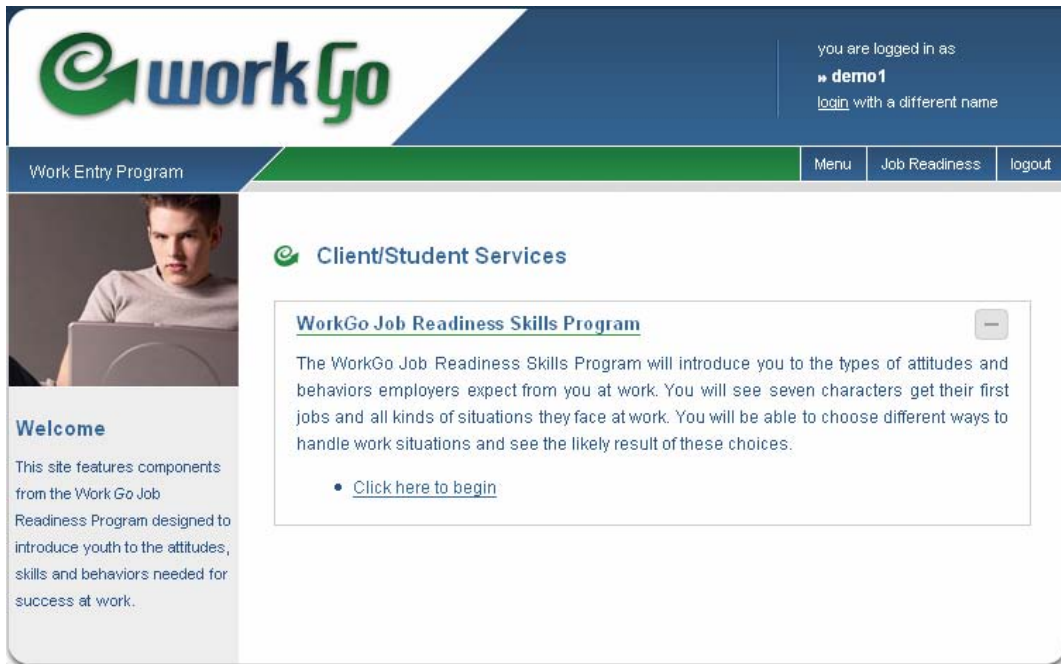
Notice the circled items. If you want to find out more information about the assessment, click on the [**Module Overview**] and [**Topics Outline (pdf)**] links.

3. Select the **[Login]** button. The following screen will appear.



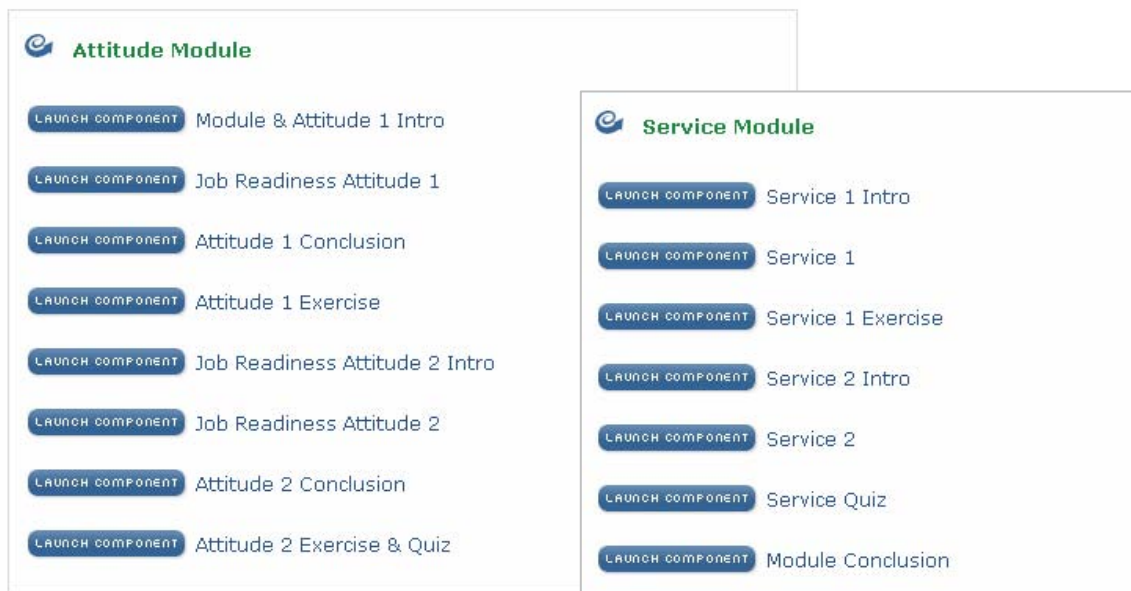
4. Fill in the Username & Password supplied to you.

5. Select the **[Login]** button. The following screen will appear.

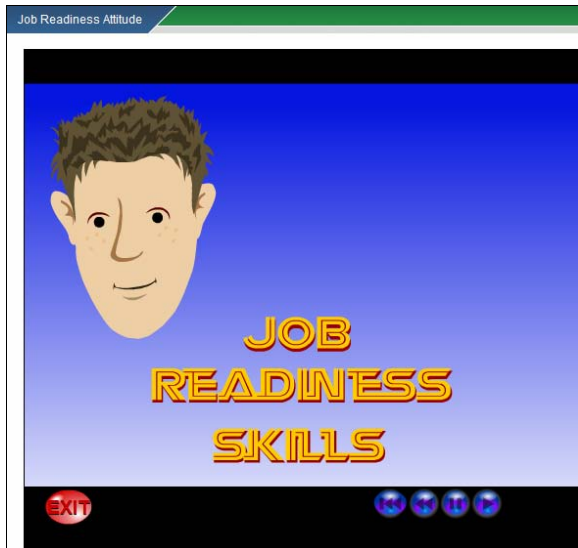


6. Select the **[Click here to begin]** link. The following items will be available.

### WorkGo Job Readiness Essential Skills Program



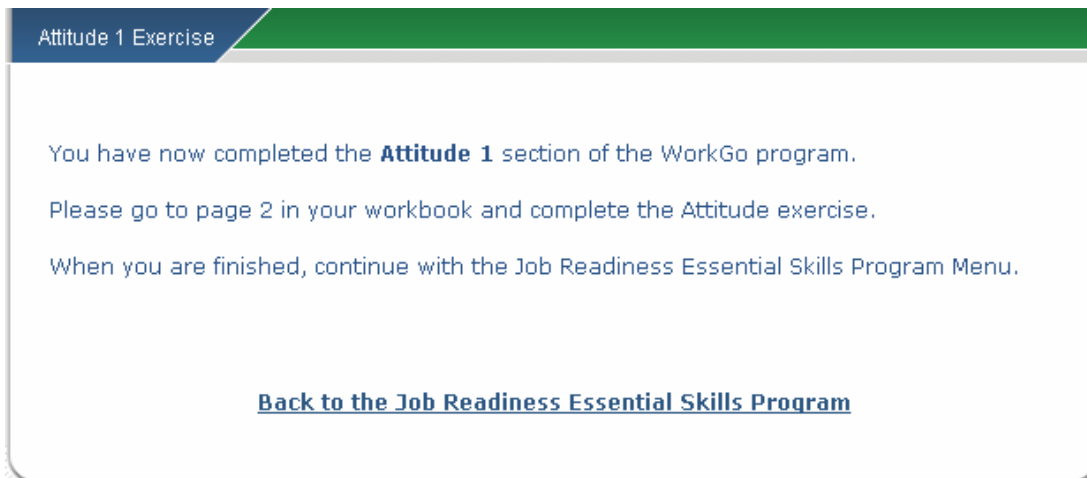
7. Under Attitude Module, select the [LAUNCH COMPONENT] button in front of **Module & Attitude 1 Intro**. The module will begin. You should hear a narrator and see the following screen:



8. Once you have finished a section a menu item will appear to direct you to complete a Workbook Exercise. After selecting the [LAUNCH COMPONENT] link for **Attitude 1 Exercise**,

[LAUNCH COMPONENT](#) Attitude 1 Exercise

the following screen will appear directing you to a workbook.



9. Complete the requested information in the workbook. Detailed directions are outlined explaining each item.

## Job Readiness Skills Exercises - Introduction

Welcome to the Job Readiness Skills Program Exercises.

Before you begin each exercise you should have viewed the scenes for the component and have the Print Summaries for these scenes. These exercises will let you see if you have understood what are the important behaviors to be successful at work.

## Job Readiness Attitude 1 Exercise



*Be sure to print your scene summaries before you start the exercises.*

**Printing Scene Summaries:** Before you leave the computer, you should have printed the Scene Summaries for each topic. You will need them for the exercises below. Ask your Facilitator/Teacher if you don't have these.



### Exercise – Attitude 1

In this exercise, you are going to read a number of short descriptions of work situations and then pick what scene and key idea from the Scene Summaries the situation is about. So make sure you have your Scene Summaries for scenes 1-6 in front of you so you can check them.

It is important to note that most of the work situations below have **more than one key idea** in them and often from more than one scene. You will need to write the scene title and the key idea for each work situation that you think fits best on the blank lines below.

10. After completing the workbook for the specified exercises, go back to the program and select the [**Back to the Job Readiness Essential Skills Program**] link.

Attitude 1 Exercise

You have now completed the **Attitude 1** section of the WorkGo program.

Please go to page 2 in your workbook and complete the Attitude exercise.

When you are finished, continue with the Job Readiness Essential Skills Program Menu.

[Back to the Job Readiness Essential Skills Program](#)

11. Continue following the directions on screen.
12. When all exercises are complete, ask your instructor for the **Workbook Answer Key**. Make any changes, corrections or modification.
13. To exit the program, select the [**logout**] link located at the top right of the page