

## Reentry Transition Mature Worker-to-Work



Technology Based Solutions offers software solutions for individuals who are in the 55+ age group who want or need to reenter the workforce. In order to make this transition easier 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 Mature Worker-To-Work Transition. Not all of the resources will be applicable to all individuals in this transition. Items like previous education, previous work and new work goals need to be considered. Some individuals may require a higher level of basic skills and therefore need their basic academic skills upgraded. It is very important for the individuals to identify any job related assets and strengths they have acquired throughout their work history. With this information they can be matched to the requirements of the new job and a gap analysis would determine a training plan (Job Matching).

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.

### career planning

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

### job preparation

Job Related Basic Academic Skills	Learn basic skills related to specific occupations.	t	<input checked="" type="checkbox"/>
Workforce Skills Training	Learn workforce skills in 42 interactive training modules.	a t	<input checked="" type="checkbox"/>
Training in Computer Literacy	Learn computer basics and applications.	t	<input checked="" type="checkbox"/>

### job selection

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

### job development

Identifying Work Styles	Determine how individuals work & perform best on the job.	a	<input checked="" type="checkbox"/>
Interpersonal Skills	Learn how to work with others.	t	<input checked="" type="checkbox"/>
Training in Advanced Software Applications	Learn advanced software applications.	t	<input checked="" type="checkbox"/>

### self improvement

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

a=assessment t=training

## 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**

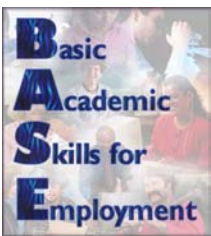
The audit contains 59 questions made up of questions from the Workforce Intelligence Tests.

### **Workforce Intelligence Tests**

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

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

## Workforce Skills Training

*Product - SISTEM*



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

- Performance & Retention
- Customer Service
- Sales

#### Work Culture

- Work Culture

#### Work 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.

## 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
- Internet Explorer
- Excel
- PowerPoint
- Windows (2000 and XP)
- Word
- Access
- 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*

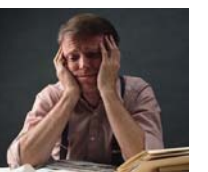


The College Major Interest Test (CoMIT) is an Internet-based inventory designed to help individuals select the BEST college majors and ultimately move into an associated career. Interests/Preferences are measured by the individual's reaction to a series of statements with visuals that depict actual job 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 addition, 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.

## 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.

## 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.