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# Site To Download Job Readiness Training Curriculum

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## **KEY=TRAINING - LUIS RIVAS**

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**Job Readiness Training Curriculum How to Design and Deliver an Effective Job Readiness Training Program Job-Readiness Curriculum A Competency-Based Approach to Pre-Employment Training Youth@Work Talking Safety : Giving Youth Work Readiness Skills to Keep Them Safe and Healthy** Why do youth get hurt, sick, or killed on the job? Teens work in a variety of industries, from food service to farming. They get hurt at twice the rate of adult workers. Employers are responsible for making workplaces safe. But youth often lack proper supervision, safety awareness, and training. What is Talking Safety? Talking Safety is a free, interactive, curriculum that teaches essential work readiness skills to middle and high school students. The curriculum helps young people to: 1. Receive vital work readiness skills they can use in any workplace, now and in the future. 2. Increase their awareness of workplace safety risks and hazards. 3. Communicate with employers and protect themselves from job hazards. 4. Know their rights and responsibilities on the job. 5. Have a positive and active attitude toward workplace safety and health. 6. Know how to respond to emergencies on the job. It contributes to academic performance. Studies show that when a teen is hurt on the job, s/he can experience a negative impact on academic performance. Keeping youth healthy and safe on the job is crucial to helping them succeed in the classroom. It fits into school health and work readiness programs. Talking Safety is aligned with the Centers for Disease Control and Prevention's (CDC's) National Health Education Standards (NHES), the Common Core State Standards (CCSS), and the Common Career Technical Core (CCTC). You can also use Talking Safety in career education/work readiness programs, internship programs, and in other training situations for young workers. Does Talking Safety work? Yes! The curriculum was pilot tested in 16 high schools across the United States. It was shown to increase students' knowledge of workplace safety and health and gave them vital skills for protecting themselves on the job. What can you do to protect teen workers? Make Youth@Work: Talking Safety part of the school health and work readiness programs in your district. **Workplace**

**Skills Student Book: Book 2 from Dtr Inc.'s Work Readiness Certification Series; For the Second Edition of Workplace Skills CreateSpace** This is the classroom book (no answers to the exercises, no chapter reviews) for Workplace Skills, the second book in Jay Goldberg's work readiness and customer service training program. The instructor should own a copy of Workplace Skills before their students purchase (or are provided with) a copy of this book. Workplace Skills can be purchased at online bookstores or at the book's web page <https://www.createspace.com/4108161>. Workplace Skills' ISBN is 9781481826938. This book covers topics that help employees add value to their existing jobs and, therefore, provide them with skills that can lead to raises and promotions. The topics in this book include: time management, creative thinking, problem-solving skills, report generation, ethics, task completion, using procedure manuals, importance of continuing education, and more. In order to accomplish these skills, the proper use of reading, writing, and mathematics is explored since the way most were taught these topics in school does not apply in the workplace. **The Cost-effectiveness of National Training Systems in Developing Countries World Bank Publications**

**Workplace Basics For Classroom and on the Job Work Readiness Training CreateSpace** Workplace Basics is the first book in DTR Inc.'s series for classroom and on the job work readiness and customer service training. This is the second edition of the book, published in November of 2013. A complete volume including all four modules with additional instructor tools is now available. Visit [www.DTRConsulting.BIZ/workreadiness.htm](http://www.DTRConsulting.BIZ/workreadiness.htm) for more information. At the end of each book are two workplace scenarios where things go right and things go wrong. Use the scenarios in the books as read and discuss exercises after teaching the material in the book, or to create your own certification tests. This first book, Workplace Basics, covers topics that all workers need to know, that many employers assume they do know, but that many workers, in reality, do not know. This often leads to supervisors and managers becoming very frustrated with workers who, otherwise, would be top performers. The book starts by explaining the profit motive of businesses and the relationship between profits and job security and employee compensation. The goal is to clearly demonstrate that employees' life goals are closely aligned to the success of the company for which they work. After this introduction, the book covers behaviors that employees need to follow help ensure a successful workplace, which in turn, helps keep the company profitable and everyone employed. Topics include: absenteeism, tardiness, use of sick days, proper grooming, safety in the workplace, how life style and habits away from work impacts work, avoiding harassment and discrimination at work, dating in the workplace, being dependable, being responsible, the difference between raises and promotions, and more. In addition to being valuable for existing employees, this book is ideal to use as part of a company's new employee orientation process. **Good to Great to Innovate Recalculating the Route to Career Readiness, K-12+ Corwin Press**

Guide your students to a successful future in the new economy Learn how outstanding schools on five continents address career readiness, and how your program can best prepare students for a successful future. Written for education leaders at all levels, this resource shows how to: Design a continuum of learning that empowers your students to become independent decision-makers Consistently

support student voice and choice through all grade levels Integrate multiple Pathways to opportunity in your curriculum by developing local community partnerships Develop an approach to career readiness that recognizes the value of college, the workplace, university and the new “gold collar” jobs, including technology and the skilled trades

**Climate Change Adaptation Framework and Youth Entrepreneurship in West Africa Springer Nature** This book's purpose is to highlight the development challenges and successes of implementing the Youth Climate Change Adaptation Development Framework in Sierra Leone, West Africa. Over the past decade, Sierra Leone has experienced a series of development challenges, including internal conflict and Ebola outbreaks in most recent times. The dire unemployment situation in Sierra Leone is compounded by the emergence of climate change that negatively impacts all aspects of daily life and wellbeing, and the education and training provided do not prepare young people adequately for the job market. Therefore, building youth resilience to adapt to the impact of climate change and other development problems is a significant development challenge faced by policymakers in Sierra Leone. The government, through funding from the African Development Bank (AfDB), has provided support for the implementation of a Youth Employment and Entrepreneurship Project (YEPP) to reinforce the employability of Sierra Leone Youth as well as enhance their entrepreneurship and employment skills through the development of a framework that integrates education and vocational institutions with job market demand and supply. This approach has resulted in strengthening the occupational levels in the youth population segments of the country. This book discusses the objectives and outcomes of this project, including curricula for Sustainable Construction, training of counselors and administrators, providing youths with supervisory skills, and developing tools to assess youth development institutions' weaknesses and enhance institutional capacity to deliver climate change adaptation for sustainable development programmes. The book can be used by policymakers from Small Island Developing States (SIDS) and LDCs in Africa and Asia. It can be used by researchers working on Climate Change, Education, Sustainable Development, emphasising Climate Change Education for Sustainable Development in both developing and developed countries. It can also be used by practitioners involved in implementing innovations in youth development, employment, entrepreneurship, sustainable livelihoods initiatives, climate change adaptation, and mitigation. These practitioners and researchers would find this book an invaluable resource to support their work in the field.

**TRCDO Development Program Soft Skills You Need to Succeed: The Student's Guide** If you are preparing to enter into or back into the job market, this Student Manual will help prepare you with the soft skills you need! TRCDO has researched, developed and delivered this training curriculum, tool kit and materials in order to equip and empower instructors in delivering a solid program on Soft Skills for Success in the workplace and beyond. Our goal is to make sure that the Instructor and their students are equipped to advance in a booming industry of their choice, learn job readiness skills, gain tips for career advancement, and understand how to get set up for lasting success. The value add of this Program to the individual is that it designed to develop long lasting strategies needed to compete in the work environment.

**The Fifth Discipline Fieldbook Strategies for Building a**

**Learning Organization Hachette UK** This book is for people who want to learn, especially while treading the fertile ground of organizational life. The idea of a learning organization has become increasingly prominent over the last few years. This book's predecessor, *The Fifth Discipline*, helped give voice to that wave on interest by presenting the conceptual underpinnings of the work of building learning organizations. Since its publication in 1990, Peter Senge et al. have talked to thousands of people who have committed themselves to the idea of building a learning organization. However, many of them are still not certain how to put the concepts into practice, asking questions like 'What do we do Monday morning? How do we navigate past the many barriers and roadblocks to collective learning? How do we discover exactly what kind of learning organization we wish to create? How do we get started?' No one person has THE answers to these questions, but there are answers. It is time for a 'fieldbook' - a collection of notes, reflections and exercised 'from the field'. This volume contains 172 pieces of writing by 67 authors, describing tools and methods, stories and reflections, guiding ideas and exercises and resources which people are using effectively.

**Collaborating with Faith- and Community-based Organizations Lessons Learned from 12 Workforce Investment Boards : Final Report People Skills Book 3 from DTR Inc. 's Series for Classroom and on the Job Work Readiness Training CreateSpace**

People Skills is the third book in DTR Inc.'s series for classroom and on the job work readiness and customer service training. This is the second edition of the book, published in November of 2013. A complete volume including all four modules with additional instructor tools is now available. Visit [www.DTRConsulting.BIZ/workreadiness.htm](http://www.DTRConsulting.BIZ/workreadiness.htm) for more information. At the end of each book are two workplace scenarios where things go right and things go wrong. Use the scenarios in the books as read and discuss exercises after teaching the material in the book, or to create your own certification tests. This book covers topics that help employees get along with co-workers and supervisors. A company with employees that understand their relationship to others in the company, and have the skills to deal with everyone successfully, reduces workplace conflicts and provides a workplace where people look forward to coming to work. And a workplace where people look forward to coming to work is a productive workplace with employees that relate to and care about the company. The book starts by teaching communication skills, both verbal and non-verbal (personal signals). The first goal is to eliminate problems that arise because of poor communication skills. After this introduction, the book covers how to get along with co-workers (including behaviors to avoid in the workplace such as gossiping about co-workers), teamwork and the role of the team leader, how to get along with supervisors (including rules to follow), how to meet supervisor's expectations, the value and purpose of performance appraisals, and more. One exercise included in the book is a role reversal exercise where the participants are put in a supervisory position, and have to make decisions regarding their employees. This book is valuable for all and has a couple of team building exercises that a company can use to help its employees get used to working cohesively and productively with each other.

**Reinvesting in America's Youth Lessons from the 2009 Recovery Act Summer Youth Employment Initiative Customer Service Book 4 from DTR Inc. 's Series for Classroom and on the**

**Job Work Readiness Training CreateSpace Customer Service** is the fourth and final book in DTR Inc.'s series for classroom and on the job work readiness and customer service training. This is the second edition of the book, published in November of 2013. A complete volume including all four modules with additional instructor tools is now available. Visit [www.DTRConsulting.BIZ/workreadiness.htm](http://www.DTRConsulting.BIZ/workreadiness.htm) for more information. At the end of each book are two workplace scenarios where things go right and things go wrong. Use the scenarios in the books as read and discuss exercises after teaching the material in the book, or to create your own certification tests. This book was written by a former Service Director for Citibank, and therefore, is an area of great expertise for the author. This book covers service from two perspectives. The first is to teach the value of providing superior customer service, to both the company's customers and to co-workers who rely on the work of others to complete their tasks. The second is to provide the readers with customer service skills they can take with them and start using immediately at work. The book starts with the concept of a customer-focused organization. From there it proceeds to identifying internal and external customers, the profit-side of customer service, and the importance and role of service measurements. After this, the book branches out to teach customer service skills. The skills taught include: improving service attitudes, active listening skills, conquering communication barriers, choosing words carefully, categorizing customer responses, telephone skills, dealing with difficult customers, and more. There are a number of exercises in the book to help illustrate key points. This book is valuable for all and, when all employees of a business become customer-focused; the result will be an increase in the company's bottom line through positive word of mouth, customer retention, and a growing customer base.

**Workplace Skills Book 2 from DTR Inc. 's Series for Classroom and on the Job Work Readiness Training CreateSpace Workplace Skills** is the second book in DTR Inc.'s series for classroom and on the job work readiness and customer service training. This is the second edition of the book, published in November of 2013. A complete volume including all four modules with additional instructor tools is now available. Visit [www.DTRConsulting.BIZ/workreadiness.htm](http://www.DTRConsulting.BIZ/workreadiness.htm) for more information. At the end of each book are two workplace scenarios where things go right and things go wrong. Use the scenarios in the books as read and discuss exercises after teaching the material in the book, or to create your own certification tests. This book covers topics that help employees add value to their existing jobs and, therefore, provide them with skills that can lead to raises and promotions. A company with employees that continually perform above and beyond expectations will be a very successful company. In addition, a company that has employees that demonstrate advanced skills, can promote from within, and therefore, have a harmonious and industrious workplace. The topics in this book include: time management, creative thinking, problem-solving skills, report generation, ethics, task completion, using procedure manuals, importance of continuing education, and more. In order to accomplish these skills, the proper use of reading, writing, and mathematics is explored since the way most were taught these topics in school does not apply in the workplace. Since this book contains topics that can lead to employees increasing their value to their employers so they can get good raises and promotions; it has a component of self-interest for the employees as well as value to

the businesses that use it for training staff. Visit [www.DTRConsulting.BIZ](http://www.DTRConsulting.BIZ) for more information regarding DTR Inc.'s work readiness and customer service training program.

**The Transition from Graduation to Work Challenges and Strategies in the Twenty-First Century Asia Pacific and Beyond Springer** This book reports on the findings from a research study of vocational and higher education graduates' employability challenges. The nature and extent of these challenges, their underlying causes, and effective strategies to address the problems in this area are all analysed from a multiple-stakeholder paradigm. The primary focus of the book is on governments; secondary, vocational, and higher education systems; and industry employers - rather than graduates themselves - in order to highlight the policy and strategy implications for governments, industry and educational systems. Readers will acquire comprehensive information on the nature and extent of graduate employability in terms of country-specific challenges, together with a deeper understanding of their complex causes, and the inter-relatedness between governments, educational systems, industry sectors, and potential employers. They will also be provided with a broad range of stakeholder strategies designed to effectively address these challenges within integrated national and regional approaches.

**Introduction to Development Engineering A Framework with Applications from the Field Springer Nature** This open access textbook introduces the emerging field of Development Engineering and its constituent theories, methods, and applications. It is both a teaching text for students and a resource for researchers and practitioners engaged in the design and scaling of technologies for low-resource communities. The scope is broad, ranging from the development of mobile applications for low-literacy users to hardware and software solutions for providing electricity and water in remote settings. It is also highly interdisciplinary, drawing on methods and theory from the social sciences as well as engineering and the natural sciences. The opening section reviews the history of "technology-for-development" research, and presents a framework that formalizes this body of work and begins its transformation into an academic discipline. It identifies common challenges in development and explains the book's iterative approach of "innovation, implementation, evaluation, adaptation." Each of the next six thematic sections focuses on a different sector: energy and environment; market performance; education and labor; water, sanitation and health; digital governance; and connectivity. These thematic sections contain case studies from landmark research that directly integrates engineering innovation with technically rigorous methods from the social sciences. Each case study describes the design, evaluation, and/or scaling of a technology in the field and follows a single form, with common elements and discussion questions, to create continuity and pedagogical consistency. Together, they highlight successful solutions to development challenges, while also analyzing the rarely discussed failures. The book concludes by reiterating the core principles of development engineering illustrated in the case studies, highlighting common challenges that engineers and scientists will face in designing technology interventions that sustainably accelerate economic development. Development Engineering provides, for the first time, a coherent intellectual framework for attacking the challenges of poverty and global climate change through the design of better technologies. It offers the rigorous discipline

needed to channel the energy of a new generation of scientists and engineers toward advancing social justice and improved living conditions in low-resource communities around the world. **Resources in Education Mploy - a Job Readiness Workbook Career Skills Development for Young Adults on the Autism Spectrum and with Learning Difficulties** This self-guided workbook is suitable for young adults aged 16-26, and includes activities designed to develop key skills for meaningful careers, so young people can enter employment with confidence. It provides everything you need as a parent, educator or professional to assist young adults with autism or learning differences to prepare for work. **Compendium of Project Profiles Comprehensive Improvement Assistance Program Tenant Training Guidebook Evaluating Grants to Build Collaborations Between the Workforce Investment System and Faith- and Community-based Organizations Early Findings Evaluation of the school-to-work Out-of-School Youth Demonstration and Job Corps Model Centers final report for the Out-of-School Youth Demonstration DIANE Publishing What Works Integrating Basic Skills Training Into Welfare-to-work A Chance for Change The Job Corps Story Careerview Exploring the World of Work Pearson Education ESL CareerView** is designed to help high-intermediate and advanced English language learners explore their work interests and job opportunities across many employment sectors while they develop career and academic readiness skills to achieve their short-term and long-term goals. Together with its separately published companion Career & Academic Readiness Workbook, the text helps prepare students for a successful transition to continuing education, vocational training, and employment. The course can serve as the capstone level of a traditional basal English series, as a stand-alone or supplemental text for advanced, transition, and bridge classes, and as an introductory career exploration resource for students entering continuing education, occupational training settings, and high school career and technical education programs. School employment counselors, career navigators, and other guidance professionals can also use the text with student advisees to help them explore career pathways. **Outstanding Features An integrated curriculum promotes employability and academic readiness goals of the English Language Proficiency Standards (ELPS) and Workforce Employment and Opportunity Act (WIOA). Vibrant illustrations depict an array of occupations and workplace settings. An active conversational approach gives students "soft-skills" practice with functional contextualized workplace communication. Critical thinking and personalization questions promote discussions about workplace values and expectations, problem-solving, and personal experiences. Skills Checks provide built-in review practice in each unit. Tech Tasks develop students' digital information skills. The workbook focuses on employment sector information, career and academic readiness skills, and civics connections. A complete audio program and answer key allow students to study independently at their own pace. National Women's Employment and Education Project Replicating Jobs in Business and Industry for Persons with Disabilities What Work Requires of Schools A Scans Report for America 2000 DIANE Publishing** Concludes that all American high school students must develop a new set of competencies and foundation skills; that qualities of high performance that characterize the most competitive companies

must become the standard for the majority of all companies; and American schools must be transformed into high-performance organizations in their own right. Describes the skills and personal qualities that workers need in order to be competent, and the productive use of resources, interpersonal skills, information, systems and technology by effective workers. Illustrated. **Job Placement and Adjustment of the Handicapped An Annotated Bibliography People Skills Student Book: Book 3 from Dtr Inc.'s Work Readiness Certification Series; For the Second Edition of People Skills CreateSpace** This is the classroom book (no answers to the exercises, no chapter reviews) for People Skills, the third book in Jay Goldberg's work readiness and customer service training program. The instructor should own a copy of People Skills before their students purchase (or are provided with) a copy of this book. People Skills can be purchased at online bookstores or at the book's web page <https://www.createspace.com/4118641>. People Skills' ISBN is 9781481896498. This book covers topics that help employees get along with co-workers and supervisors. The book starts by teaching communication skills, both verbal and non-verbal (personal signals). The first goal is to eliminate problems that arise because of poor communication skills. After this introduction, the book covers how to get along with co-workers (including behaviors to avoid in the workplace such as gossiping about co-workers), teamwork and the role of the team leader, how to get along with supervisors (including rules to follow), how to meet supervisor's expectations, the value and purpose of performance appraisals, and more. One exercise included in the book is a role reversal exercise where the participants are put in a supervisory position, and have to make decisions regarding their employees.

**Workplace Basics Student Book: Book 1 from Dtr Inc.'s Work Readiness Certification Series; For the Second Edition of Workplace Basics CreateSpace** This is the classroom book (no answers to the exercises, no chapter reviews) for Workplace Basics, the first book in Jay Goldberg's work readiness and customer service training program. The instructor should own a copy of Workplace Basics before their students purchase (or are provided with) a copy of this book. Workplace Basics can be purchased at online bookstores or at the book's web page <https://www.createspace.com/4089841>. Workplace Basic's ISBN is 9781481207720. This book starts by explaining the profit motive of businesses and the relationship between profits and job security and employee compensation. After this introduction, other topics include: absenteeism, tardiness, use of sick days, proper grooming, safety in the workplace, how life style and habits away from work impacts work, avoiding harassment and discrimination at work, dating in the workplace, being dependable, being responsible, the difference between raises and promotions, and more. **50 Important Things You Can Do to Improve Education** This book suggests a range of possibilities for business-education partnerships and provides the practical information necessary to implement and replicate them. Following the foreword, preface, and acknowledgments, a chapter describes an educational partnership and the various levels of involvement. The main section offers detailed information on 50 educational partnerships from 17 states and the District of Columbia. Exemplary programs are organized by major program activity: Adopt-a-School; career awareness and leadership training; job readiness; mentoring; school reform and curriculum enhancement; special awards, incentives, and scholarships;

teacher training; and tutoring. Five anecdotal success stories, based on personal interviews, are also presented. Three indexes list programs by activity, by company, and by program name. Appendices contain a resource directory and a list of National Association of Partners in Education (NAPE) contacts by state. (LMI) **Resources for the vocational preparation of disabled youth Workplace Basics with ESOL Exercises: Student Book Book 1 from DTR Inc. 's Work Readiness and ESOL Training Series Createspace Independent Publishing Platform** Workplace Basics with ESOL Exercises: Instructor Book is the first book in DTR Inc.'s series for classroom work readiness and customer service training for ESOL programs. The work readiness topics, worksheets ) and exercises in this edition of the book are exactly the same as in the non-ESOL version of the book. Employers do not have different workplace expectations or requirements for employees enrolled in (or who graduated from) ESOL programs. In addition, ESOL students want and deserve the same opportunities as anyone else to excel and grow at work. To ensure this, the work readiness portion in any ESOL program needs to be exactly the same as a work readiness program for non-ESOL participants. Only work readiness topics are covered in the text of the book. It is assumed that ESOL/ESL programs already have materials to teach topics such as reading, writing, grammar, etc. Therefore, the ESOL exercises in this book are used to apply those previously taught and learned skills to workplace materials and situations; and to further help the participants understand the work readiness topics taught in Workplace Basics. Since the work readiness materials are the same as the ones for non-ESOL participants; these materials are targeting high-middle tier to upper tier ESOL students. This book, the first of four planned work readiness-ESOL books (Workplace Basics, Workplace Skills, People Skills, Customer Service all with ESOL Exercises) covers topics that all workers need to know, that many employers assume they do know, but that many workers, in reality, do not know. This often leads to supervisors and managers becoming very frustrated with workers who, otherwise, would be top performers. The book starts by explaining the profit motive of businesses and the relationship between profits and job security and employee compensation. The goal is to clearly demonstrate that employees' life goals are closely aligned to the success of the company for which they work. After this introduction, the book covers behaviors that employees need to follow help ensure a successful workplace, which in turn, helps keep the company profitable and everyone employed. Topics include: absenteeism, tardiness, use of sick days, proper grooming, safety in the workplace, how life style and habits away from work impacts work, avoiding harassment and discrimination at work, dating in the workplace, being dependable, being responsible, the difference between raises and promotions, and more. At the end of this book are two workplace scenarios where things go right and things go wrong. Use the scenarios in the books as read and discuss exercises after teaching the material in the book, or to create your own certification tests. **Integration of Vocational Education and Training Experiences Purposes, Practices and Principles Springer** This book draws on experiences from a range of vocational education systems in different nation states and re-examines the purpose of providing experiences outside educational institutions; the kinds and extent of those experiences; and efforts made to ensure the integration of students' experiences across sites. Analyses of the various

vocational education systems, their purposes and practices across nations, and challenges experienced by different stakeholders illustrate different approaches to the integration of learning at different sites. The book includes a consideration of what constitutes the integration and reconciliation of experiences, and their attendant educational implications. This extends an appraisal of the concepts of integration, reconciliation, curriculum and work readiness, each of which has a range of connotations. Integration or reconciliation is differentiated from transfer of learning, which is commonly based on simple assumptions that the educational institutions will provide theory and that the workplaces will provide practice from the workplaces, and that the two can be easily linked by students. The contributions from different nation states clearly demonstrate that integration is a collaborative process and requires the agency of stakeholders operating at global, national and specific learning site levels.

**Resources in Vocational Education Workplace Basics with ESOL Exercises: Instructor Book Book 1 from DTR Inc. 's Work Readiness and ESOL Training Series Createspace Independent Publishing Platform**

Workplace Basics with ESOL Exercises: Instructor Book is the first book in DTR Inc.'s series for classroom work readiness and customer service training for ESOL programs. There is a student book (ISBN 9781523206582) associated with this Instructor book. The Student Book does not have the exercise answers and other information that is for instructors only. The work readiness topics, worksheets (no answers in book) and exercises (answers in back of the book) in this edition of the book are exactly the same as in the non-ESOL version of the book. Employers do not have different workplace expectations or requirements for employees enrolled in (or who graduated from) ESOL programs. In addition, ESOL students want and deserve the same opportunities as anyone else to excel and grow at work. To ensure this, the work readiness portion in any ESOL program needs to be exactly the same as a work readiness program for non-ESOL participants. Only work readiness topics are covered in the text of the book. It is assumed that ESOL/ESL programs already have materials to teach topics such as reading, writing, grammar, etc. Therefore, the ESOL exercises in this book are used to apply those previously taught and learned skills to workplace materials and situations; and to further help the participants understand the work readiness topics taught in Workplace Basics. Since the work readiness materials are the same as the ones for non-ESOL participants; these materials are targeting high-middle tier to upper tier ESOL students. This book, the first of four planned work readiness-ESOL books (Workplace Basics, Workplace Skills, People Skills, Customer Service all with ESOL Exercises) covers topics that all workers need to know, that many employers assume they do know, but that many workers, in reality, do not know. This often leads to supervisors and managers becoming very frustrated with workers who, otherwise, would be top performers. The book starts by explaining the profit motive of businesses and the relationship between profits and job security and employee compensation. The goal is to clearly demonstrate that employees' life goals are closely aligned to the success of the company for which they work. After this introduction, the book covers behaviors that employees need to follow help ensure a successful workplace, which in turn, helps keep the company profitable and everyone employed. Topics include: absenteeism, tardiness, use of sick days, proper grooming, safety in the workplace, how life style and habits away

from work impacts work, avoiding harassment and discrimination at work, dating in the workplace, being dependable, being responsible, the difference between raises and promotions, and more. At the end of this book are two workplace scenarios where things go right and things go wrong. Use the scenarios in the books as read and discuss exercises after teaching the material in the book, or to create your own certification tests. **Employment-focused Programs for Adolescent Mothers**