

Work Certified™ Program

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ORIENTATION

An orientation for members enrolling in the Work Certified™ Certification Program is required. It can be conducted in one or two sessions depending upon the size of the group. Orientation should be held about one week before the start of the Work Certified™ Certification Program, so members can make all necessary arrangements (transportation, child care, school pick-up, etc.) prior to the start of the program. Remember, because absenteeism and tardiness are required competencies throughout the entire program, these issues need to be addressed by members prior to the start of the program. To enroll a participant into the Work Certified class, they must complete the Pre-Assessments in Reading, Mathematics, and Writing and satisfy the passing score requirements or upon approval of the course instructor. Your organization may have additional enrollment guidelines for participation which accompany the Pre-Assessments.

NOTE: The Pre-Assessments are not online!

Please see a suggested orientation agenda on the next page to use in developing your organization's orientation.

Provide the participants with brochures and/or handouts about the program, and the certification. Offer a schedule of the three week course with dates, times, and location, along with contact information for the Instructor to those who enroll for preparation and communications as necessary.





Work Certification Orientation Member Agenda

* (Handout for members/clients may be modified to model the organization's orientation process.)

- I. Welcome and Introductions
- II. Background
 - * Program History
- III. Work Certified Program
 - A. Objectives
 - * Employment
 - * Priority of Services
 - * Career Growth
 - * Confidence Builder
 - B. Strategies
 - * Business Environment
 - * Verification vs. Education
 - * Skill building for successful employment
 - C. Competencies
 - * Universal
 - * Specific
- IV. Certification Process
 - * Successfully mastering all competencies
 - * Apply for certification
 - * Final exam
- V. Success Stories
- VI. Details
 - * Dates
 - * Time
 - * Place
- VII. Questions and Answers
- VIII. Break
- IX. Administration of Pre-Assessment Tests

PROGRAM MATERIALS

The contents of this program are subject to ownership and copyright laws of the Workforce Development Board of the Treasure Coast. The texts used to supplement this program are also subject to copyright laws.

Instructors receive:

Job Savvy by LaVern L. Ludden, Ed.D., published by JIST Works.

Work Certified™ Program Curriculum: Version 8.1

Member Workbook CD-Version 8.1

Copies of pages in the Work Certified™ curriculum produced by the Workforce Development Board of the Treasure Coast may be made only by Certified Instructor and only for distribution to members (students) enrolled in the Work Certified Program, and for use by Certified

Instructors while teaching the program. Copies may not be made for anyone else, including but not limited to supervisors, co-workers, vendors or any other outside company or member.



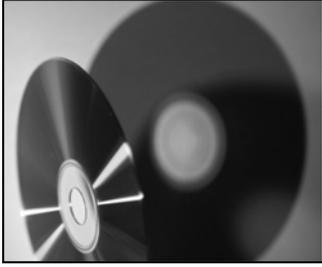
Students use:

Job Savvy by LaVern L. Ludden, Ed.D., published by JIST Works

Member Module Workbooks

NOTE: These texts are not given to the Members to keep, but are loaned the texts for use during the program.

MEMBER WORKBOOK CD



The Member Workbook CD was created to provide the Instructor with a format to print the handouts, exercises, and required competency activities for each student without having to use their curriculum books. Additionally, the CD holds the Job Savvy chapter quizzes for Module 10 -Employment Expectations and Module 11 - Mastering Career Success, the program completion checklist, the registration form, the Customer Focus activity for the Customer Service group activity, the skills checklist from Job Savvy, and the Pre-Assessments for use with Orientation. We have also included a Program File Checklist for each instructor to complete for each member ensuring their completion of each of the requirements for certification eligibility!

