

# Preparing for Today's Workforce: A Curriculum for Teens

Lessons to help students transition to the world of work



*Advantage***Press**INC.

**Guiding students to  
better work experiences**

## Topic specific lessons on CD that examine:

- Workplace ethics
- Employer expectations
- Problematic employee attitudes & actions
- Methods to resolve conflicts
- Ways to learn from mistakes

A new approach in preparing students for the world of work with an exposure to real workplace problems and their solutions!

Students today learn academic core subjects but they aren't getting what they need to seamlessly integrate into a work environment.

With the 2016 edition of *Preparing for Today's Workforce: A Curriculum for Teens* you can:

- **Give students insight into**—today's job expectations, workforce attitudes, effective customer and coworker relations and contemporary workplace issues
- **Teach essential pre-employment skills to all students**
- **Provide job remediation tips for co-op students**

# Preparing for Today's Workforce:

## A ready to use curriculum on CD



### Overview:

- Each packet explores an employee related problem
- Causes, consequences, and problem prevention tips are part of each lesson
- Each packet has 2–3 illustrative stories (case studies) allowing for an in-depth look of a specific workplace issue
- Each packet reinforces important workplace axioms such as:

*"Hard work pays off"*

*"It's not what you do but the kind of job you do that counts"*

*"Failure offers a learning opportunity"*

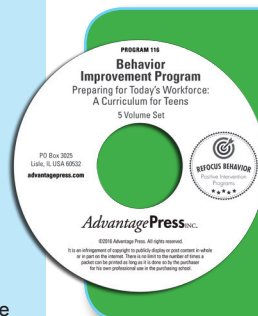
*"Good work gets noticed"*

- Each packet has two question sets, one for students not yet employed and one for co-op students needing to take corrective steps

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### Lesson Format

- 5–6 pages of text that identifies and examines a particular employee problem
- 2–3 case studies in which a specific topic is further explored
- Two 2-page question format  
Set number one developed for all students  
Set number two designed for coop students
- Two content puzzles in each packet (crossword and word search) teacher answers included



### About our Programs

Each program comes on CD and contains ready-to-use packets, in printable PDF format, that address a specific topic.

**Evaluation samples available at [AdvantagePress.com](http://AdvantagePress.com)**

# Preparing for Today's Workforce: A Curriculum for Teens

Ready-to-use lessons that teach about the workplace and the type of employee that employers seek.

## Exploring Job Expectations #111

### Volume 1

Being on Time  
Absence From Work  
Being Flexible  
Employee Honesty  
Enthusiasm  
Good Work Habits  
Being Productive  
Company Time or Property  
Chain of Command

## Exploring Workforce Attitudes #112

### Volume 2

Accepting Responsibility  
Avoiding Mistakes  
Your Supervisor and You  
Following Instructions  
Problem Solving  
Taking Suggestions  
Showing Initiative  
Proper Grooming/Dress  
The Meaning of Work

## Exploring Coworker Relations #113

### Volume 3

Setting a Good Example  
Being a Team Member  
Criticizing Others  
Doing Your Fair Share  
Romance at Work  
Handling Mistakes  
Being Too Bossy  
Controlling Your Temper  
Sense of Humor

## Exploring Customer Relations #114

### Volume 4

A Good First Impression  
Using the Phone  
Difficult Customers  
Customer Complaints  
Listening and Responding  
Following Up  
A Positive Attitude  
Proper Manners  
Being Too Pushy

## Exploring Workplace Issues #115

### Volume 5

Customer Discrimination  
Sexual Harassment  
Standing Up for Ethics  
Exploiting Coworkers  
Negative Attitude  
Using Good Judgment  
Solving Conflicts  
Dealing with Mistakes  
Knowing the Workplace

### **Bonus Packet:**

Appropriate Use of Humor

Each packet is a 30–40 minute lesson with 4–6 pages of text along with 20 comprehensive response questions and crossword and word search puzzles. Over 600 pages in five CD volumes!

*"We stress to students that the best work environment is one in which employers and employees work together as a team, supporting, leading and sharing goals. In such circumstances, it's up to each person to meet his or her responsibilities and to perform quality work."*

— **Dr. Rick Windsor**, Educator and Editor, AdvantagePress, Inc.

# Four additional CD programs to help improve student behavior and spark motivation:

1

## **NEW EDITION 2016** **Classroom Management Toolkit**

30 packets help solve minor behavior and attitude problems that detract from a positive and productive class.

### **Classroom Management Toolkit #181**

Reading Level 6.0

#### **Behavior Packets**

1. Bothering Others
2. Cheating
3. Disobeying
4. Following Instructions
5. Food/Drink in Class
6. Improper Attire
7. Improper Language
8. Incomplete Work
9. Late to Class
10. Misbehaving for the Sub
11. Missing Work
12. Unprepared
13. Unsafe Actions
14. Untruthful
15. Wasting Time

#### **Attitude Packets**

1. Anger
2. Arrogance
3. Bored
4. Defensive
5. Disrespectful
6. Inappropriate Humor
7. Indifference
8. Immaturity
9. Making Fun of Others
10. Refusing to Work
11. Rude Behavior
12. Selfishness
13. Stubbornness
14. Lacking Initiative
15. Unmotivated

2

## **NEW EDITION 2016** **Bully Lessons**

Help students reconsider their negative and destructive actions: 16 lessons that probe the reasons and consequences of bullying.

### **Bullying #883**

Reading Level 7.0

1. Being Bossy
2. Coercion
3. Disrespectful of Others
4. Embarrassing Others
5. Excluding Others
6. Extortion
7. Hitting or Kicking
8. Intimidation
9. Threatening Others
10. Name Calling
11. Sexual harassment
12. Shoving or Pushing
13. Spreading Rumors
14. Taking Another's Property
15. Teasing
16. Unprovoked Aggression

3

## **Motivation Lessons**

Focus on obstacles that keep students from achieving to their capabilities. Students will see the connection between effort and achievement.

### **Student Motivation #877**

Reading Level 6.0

1. Coming from Behind
2. Constructive Criticism
3. The Value of Cooperation
4. Learning from Failure
5. Getting Ahead
6. Showing Initiative
7. Becoming Involved
8. Finding Meaning at School
9. Standing Up for Yourself
10. The Power of Planning
11. Positive Thinking
12. Taking Responsibility
13. Building Self-Confidence
14. Importance of School
15. Self-imposed Obstacles
16. Importance of Socialization

4

## **Character Education and Leadership Lessons**

Teach the importance of moral behavior and the value of positive student leadership.

### **Character Education and Leadership #850**

Reading Level 6.0

1. Accepting Responsibility
2. Dependability
3. Determination
4. Earning Respect
5. Gratitude
6. Initiative
7. Integrity
8. Kindness
9. Optimism
10. Self-Control
11. Standing Up for What's Right
12. Teamwork

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CREDIT CARD BILLING STREET ADDRESS AND ZIP CODE:

## Prices in U.S. Funds.

## Preparing for Today's Workforce: A Curriculum for Teens

- ❑ #111 Exploring Job Expectations CD .....\$80
- ❑ #112 Exploring Workforce Attitudes CD ...\$80
- ❑ #113 Exploring Coworker Relations CD ...\$80
- ❑ #114 Exploring Customer Relations CD ...\$80
- ❑ #115 Exploring Workplace Issues CD .....\$80
- ❑ #116 **Discount Workforce CD Set** .....**\$350**  
#111, #112, #113, #114  
and #115 **\*\*\$50 SAVINGS\*\***

## Classroom Behavior and Attitude Programs

- |        |  |       |
|--------|--|-------|
| ❑ #850 | Character Education and Leadership CD .....      | \$65  |
| ❑ #883 | 2016 Bully Program 2 Volume CD Set .....         | \$145 |
| ❑ #877 | Student Motivation 2 Volume CD Set .....         | \$110 |
| ❑ #181 | 2016 Classroom Management Toolkit CD.....        | \$155 |
| ❑ #888 | Discount Behavior and Attitude CD Set.....       | \$450 |
|        | #850, #883, #877, #181 **\$25 SAVINGS**          |       |
| ❑ #107 | All Workforce and Behavior CD Discount Set ..... | \$750 |
|        | #116 and #888 **\$125 SAVINGS**                  |       |

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## Resources for Business Education Classes



**AT LAST:** A curriculum to help students understand what will be expected of them as soon to be employees!

Plus resources for better  
classroom management!