

Orientation Toolkit References

A Collection of Surveys of Common Employer Expectations and Challenges (US employers and other sources) www.riaepdc.org

A [Competency Model](#) of Essential (Soft) Skills for Employment
US Department of Labor Employment and Training Administration – www.usdoleta.gov

Beverly O. Ford, PhD (2002)., ASM Associates - Making Case Management Work: Empowering People for Change
<http://asm-associates.com/president.htm> *

[CASAS](#) Competencies (Essential Life & Work Skills) - (www.casas.org)

[Definitions](#) a) what it means to be “work-ready” and how this is determined; b) "soft skills" and how these skills determine one’s readiness for work. Adapted from the US Department of Labor Employment and Training Administration by the RI Soft Skills Advisory Council – www.riaepdc.org *

Denise Bissonnette, nationally acclaimed author of numerous books & publications, a professional trainer and speaker on various topics related to employment and work skills training - www.denisebissonnette.com *

Equipped for the Future ([EFF Skills](#) Wheel & 16 Content Standards - <http://eff.clee.utk.edu/default.htm>

Toolkits and guidelines for Intake & Assessment and Orientation & Goal Setting with adult learners (listed below), as well as the Framework for Employability Skills instruction: by R. Adams, RI AE PDCenter www.riaepdc.org

- a. Goal Setting
- b. Soft Skills Self-Assessment
- c. Employability Success Pyramid
- d. Life & Work Values *
- e. Employment Questionnaire Part I and II
- f. Benefits of Employment I and II
- g. Daily/Weekly Routine
- h. Assets & Strengths *
- i. Attitudes & Beliefs *
- j. Cause and Effect
- k. Ongoing Crisis Calendar * (soon)
- l. Decision-Making Styles (soon)
- m. Work Performance Evaluation
- n. Em(POWER)ment & Control
- o. Workplace Etiquette and Ethics
- p. Work-Readiness Indicators
- q. Emotional Intelligence * (soon)

Hierarchy of Needs: Maslow’s Theory of Needs & Motivation - <http://www.businessballs.com/maslow.htm>

NRS Tips (Effective and Collaborative Goal-Setting with learners) National Reporting System www.nrsweb.org

O-NET Resources & Tools for work & career, US Occupational Information Network – www.onetcenter.org

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