Orientation Toolkit References

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


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.denisебissonnette.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)


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


Steven C. Hayes, PhD., Department of Psychology at the University of Nevada, and author of more than 530 scientific articles and 38 books including Get Out of Your Mind and Into Your Life – www.stevenhayes.com

Steve Parese, PhD., of SBP Consulting, Inc., a former special education teacher, a crisis counselor, cognitive behavior specialist, trainer/consultant, and author of the Workin' it Out (WIO) Curriculum and numerous other programs and articles on behavior intervention – www.steveparese.com

*Adapted from various resources as indicated (Rev Oct 2015) --- R.Adams, RI Adult Education Professional Development Center www.riaepdc.org