



CWP Career Competency System

INSTRUCTIONAL RESOURCES MENU

Reading and Writing

GRADE 6-9:

Reading Skills that Work. Contemporary Books.

Workplace Essentials Skills-Reading. PBS Literacy Link.

Writing Skills Problem Solver: 101 Ready-to-Use Writing Process Activities for Correcting the Most Common Errors, by Carol H. Behrman (2000). ISBN: 0-13-060039-3

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Writing Skills Problem Solver: 101 Ready-to-Use Writing Process Activities for Correcting the Most Common Errors, by Carol H. Behrman (2000). ISBN: 0-13-060039-3

English for the World of Work. American Guidance Service/Pearson, 2003, \$49.99. ISBN 078543075X.

How to Write the Story of Your Life, by Frank P. Thomas (Writer's Digest Books 1984). ISBN-13: 978-0-89879-359-8

The Adams College Admissions Essay Handbook: Tips and Techniques to Give Your Application the Edge, by Burton Jay Nadler and Jordan Nadler (Adams Media 2004). ISBN: 1-59337-058-X

Business Writing Basics, by Jane Watson (2007). ISBN: 978-1-55180-769-0

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English for the World of Work. American Guidance Service/Pearson, 2003, \$49.99. ISBN 078543075X.

How to Write the Story of Your Life, by Frank P. Thomas (Writer's Digest Books 1984). ISBN-13: 978-0-89879-359-8

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Numeracy/Math

GRADE 6-9:

Lifestyle Math: Your Financial Planning Portfolio. 2003 – 2008, Academic Innovations

Math Skills for the Workforce: Whole Numbers. Steck-Vaughn, 1997, \$12.56. ISBN 9780817263751.

Math Skills that Work: A Fundamental Approach for Life and Work. Contemporary Books.

Math for the World of Work. American Guidance Service/Pearson, 2002, \$49.99. ISBN 0785426881.

Math for Workplace Success. EMC/Paradigm Publishing, 2005, \$19.95. ISBN 0763820938.

Workplace Essential Skills-Math. PBS Literacy Link.

GRADE 10:

Lifestyle Math: Your Financial Planning Portfolio. 2003 – 2008, Academic Innovations

Math Skills for the Workforce: Whole Numbers. Steck-Vaughn, 1997, \$12.56. ISBN 9780817263751.

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Math for Workplace Success. EMC/Paradigm Publishing, 2005, \$19.95. ISBN 0763820938.

Customer Service

GRADE 10:

25 Reproducible Activities for Customer Service. HRD Press, Amherst.

Learning Points: 100 Activities and Actions for Customer Service Excellence. By Peter Garber. JIST Works

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25 Reproducible Activities for Customer Service. HRD Press, Amherst.

Learning Points: 100 Activities and Actions for Customer Service Excellence. By Peter Garber. JIST Works

Computer Literacy*

GRADE 6-10:

Technology-Based Youth Participation Activities for Library, by Linda W. Braun.

****Maintain updated Microsoft handbooks*** - It is highly recommended that instructors continue to update and upgrade their library of instructional materials related to Word and Excel. Because computer technology is continually being updated and *CWP Career Competency System* learners will be working on different versions of Microsoft Office, it is imperative that instructors can teach using their current software and as much as possible, purchase the most recent addition as it becomes available.

Problem Solving and Decision Making

GRADE 6-9:

On Your Own as a Young Adult Case Studies. JIST Life, 2006. ISBN 1-55864-165-3

Teenagers preparing for the real world. Chad Foster.

Workforce: Building Success, Problem Solving. Steck-Vaughn, 1997, \$15.95. ISBN 0817265201.

Assessing Barriers to Education. John Liptak, Ed.D. JIST Works

GRADE 10:

On Your Own as a Young Adult Case Studies. JIST Life, 2006. ISBN 1-55864-165-3

The Pathfinder: How to Choose or Change Your Career for a Lifetime of Satisfaction and Success, by Nicholas Lore (Simon & Schuster, Inc 1998). ISBN-13: 978-0-684-82399-7

Workforce: Building Success, Problem Solving. Steck-Vaughn, 1997, \$15.95. ISBN 0817265201.

Assessing Barriers to Education. John Liptak, Ed.D. JIST Works

Interpersonal and Communication

GRADE 6-9:

Effective Communication Skills. JIST Works.

Workplace Essential Skills-Communication and Writing. PBS Literacy Link.

The Confident Speaker: Beat Your Nerves and Communicate at Your Best in Any Situation, by Harrison Monarth and Larina Kase (McGraw Hill 2007). ISBN-13: 978-0-07-148149-6

GRADE 10:

How to Say It at Work: Power Words, Phrases, and Communication Secrets for Getting Ahead, by Jack Griffin (Prentice Hall Press 1998). ISBN: 978-0-7352-0430-0

The Confident Speaker: Beat Your Nerves and Communicate at Your Best in Any Situation, by Harrison Monarth and Larina Kase (McGraw Hill 2007). ISBN-13: 978-0-07-148149-6

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How to Say It at Work: Power Words, Phrases, and Communication Secrets for Getting Ahead, by Jack Griffin (Prentice Hall Press 1998). ISBN: 978-0-7352-0430-0

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Personal Qualities

GRADE 6-9:

The Self-Esteem Program: Inventories, Activities & Educational Handouts. Wellness Reproductions and Publishing, 2002, \$49.95. ISBN 9781893277106.

Becoming the Best Me. JIST Works.

Social Skills Lessons & Activities for Grades 7-12, The Society for Prevention of Violence with the Center for Applied Research in Education (Jossey-Bass 1996)

Teaching Social Skills to Youth. Boys Town. Press.

Bingo Games for Teens. Wellness Publications.

Life Skills Activities for Special Children. Jossey-Bass.

From School to Work. Goodheart-Willcox Publisher, 2000. ISBN 1566376556.

GRADE 10:

The Self-Esteem Program: Inventories, Activities & Educational Handouts. Wellness Reproductions and Publishing, 2002, \$49.95. ISBN 9781893277106.

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Social Skills Lessons & Activities for Grades 7-12, The Society for Prevention of Violence with the Center for Applied Research in Education (Jossey-Bass 1996)

Job Seeking

GRADE 6-9:

A Teenager's Guide to the Workplace. New Books Publishing, 2001, \$15.00. ISBN 0967986116.

Dream Catchers, Developing Career and Educational Awareness. Fourth Edition. JIST Works, 2008, \$16.95. ISBN 9781593576202.

Getting the Job You Really Want. JIST Works, 2007. ISBN 9781593573997

Job Smarts: 12 Steps to Job Success for Students with Special Needs. JIST Works, 2004, \$24.95. ISBN 1593570295.

Necessary Skills for the Workforce: Job Readiness. Steck-Vaughn, 1997, \$15.95. ISBN 0817263810.

150 Best Jobs for Your Skills. JIST Works, 2007, \$16.95. ISBN 9781593574178

Young Person's Career Skills Handbook. JIST Works, 2006, \$19.95. ISBN 1593572433.

Occupational Outlook Handbook. JIST Works, 2008-2009, \$19.95. ISBN 9781593575137.

What Color is Your Parachute for Teens. Ten Speed Press, 2006, \$14.95. ISBN 9781580087131.

Job Savvy. JIST Works.

Resume Magic. JIST Works, 2007 \$18.95. ISBN 9781593573119

GRADE 6-9:

The 250 job interview questions. Adams Media.

Interview Magic. JIST Works, 2008 \$18.95. ISBN 9781593575724

Job Search and Career Checklist. JIST Works.

Discover What You're Best At. JIST Works.

Creating Your High School Portfolio. JIST Works.

"Makin It"- The Hip-Hop Guide to True Survival. By Ed Dejesus

Career Choices: A Guide for Teens and Young Adults: Who Am I? What Do I Want? How Do I Get It? 2003 – 2008, Academic Innovations

GRADE 10:

Dream Catchers, Developing Career and Educational Awareness. Fourth Edition. JIST Works, 2008, \$16.95. ISBN 9781593576202.

From School to Work. Goodheart-Willcox Publisher, 2000. ISBN 1566376556.

Getting the Job You Really Want. JIST Works, 2007. ISBN 9781593573997

Job Smarts: 12 Steps to Job Success for Students with Special Needs. JIST Works, 2004, \$24.95. ISBN 1593570295.

Necessary Skills for the Workforce: Job Readiness. Steck-Vaughn, 1997, \$15.95. ISBN 0817263810.

Quick Job Search for People with Disabilities. JIST Works, 2007, \$3.95. ISBN 1593573847

150 Best Jobs for Your Skills. JIST Works, 2007, \$16.95. ISBN 9781593574178

The Career Coward's Guide to Interviewing. JIST Works, 2007, \$10.95. ISBN 9781593573898.

The Quick Resume & Cover Letter Book. JIST Works, 2005, \$14.95. ISBN

GRADE 10:

1593570899.

What Color is Your Parachute for Teens. Ten Speed Press, 2006, \$14.95. ISBN 9781580087131.

Exploring Careers, A Young Person's Guide to 1000 Jobs. JIST Works.

Job Savvy. JIST Works.

250 Best Paying Jobs. JIST Works.

Resume Magic. JIST Works, 2007 \$18.95. ISBN 9781593573119

The 250 job interview questions. Adams Media.

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Job Search and Career Checklist. JIST Works.

Discover What You're Best At. JIST Works.

Creating Your High School Portfolio. JIST Works.

Fast Cash for Kids. Career Press.

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Career Choices: A Guide for Teens and Young Adults: Who Am I? What Do I Want? How Do I Get It? 2003 – 2008, Academic Innovations

GRADE 11:

Essential Skills for the Workplace: Building Workplace Competencies. Contemporary Publishers, 1993 available through Amazon, \$12.19. ISBN 0809239027.

From School to Work. Goodheart-Willcox Publisher, 2000. ISBN 1566376556.

Getting the Job You Really Want. JIST Works, 2007. ISBN 9781593573997

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Young Person's Guide to Getting and Keeping a Good Job. JIST Works, 2006, \$24.95. ISBN 1593570864.

What Color is Your Parachute for Teens. Ten Speed Press, 2006, \$14.95. ISBN 9781580087131.

Exploring Careers, A Young Person's Guide to 1000 Jobs. JIST Works.

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"Makin It"- The Hip-Hop Guide to True Survival. By Ed Dejesus.

Career Choices: A Guide for Teens and Young Adults: Who Am I? What Do I Want? How Do I Get It? 2003 – 2008, Academic Innovations.

School to Career Instructional Resources

GRADES 6-10

Early College High Schools: Opportunity for a Lifetime w/ DVD. 2007 , The Early College High School Initiative

From School to Work. Goodheart-Willcox Publisher, 2000. ISBN 1566376556.

Personal Development Profile

GRADES 6-10

The Best of Building Assets Together: Favorite Group Activities That Help Youth Succeed, Search Institute Press, Jolene L. Roehlkepartain , ISBN 9781574821598.

Teambuilding with Teens: Activities for Leadership, Decision Making, & Group Success, Free Spirit Publishing, Mariam G. MacGregor.

Software and Websites

KnowHow2GO	www.knowhow2go.com
SallieMae	www.salliemae.com
CollegeBoard	www.collegeboard.com
Wachovia	www.wachovia.com
Exploring Career Information from the Bureau of Labor Statistics	www.bls.gov/k12/
Pathways of the World of Work for Young Adults	www.ctdol.state.ct.us/youth/main.htm
U.S. Census Bureau Fact Finder	factfinder.census.gov/home/en/kids/kids.html
Job and Career Connection	www.ctjobandcareer.org
CDM Career Zone	www.cdmcareerzone.com
O*NET OnLine	http://online.onetcenter.org
Search Institute	www.search-institute.org/assets
Youth Development Research Fund, Inc.	www.ydrf.com
CASAS	https://www.casas.org/home/index.cfm?fuseaction=home.login
Career Choices	www.academicinnovations.com
Jobs for the Future	www.jff.org
Adventures In Education	www.aie.org
American Careers	www.carcom.com
Mapping Your Future	www.mappingyourfuture.org

Publishers

Amazon	www.amazon.com
Contemporary Publishers	www.mhcontemporary.com
EMC/Paradigm Publishing	www.emcp.com
Goodheart-Wilcox Publisher	www.g-w.com
Jist Publishing	www.jist.com
Pearson	www.agsglobe.com
Steck-Vaughn	www.steckvaughn.harcourtachieve.com
Ten Speed Press	www.tenspeed.com
Karen Hinds	www.karenspeaks.com
Wellness Production Publishing	www.wellness-resources.com
Chad Foster	www.chadfoster.com
Adams Media	www.adamsmedia.com
Free Spirit Publishing, Inc.	www.freespirit.com