

Job Smarts

Instructor's Manual

Third Edition

By

Dixie Lee Wright

Job Retention Specialist



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Job Smarts Instructor's Manual, Third Edition

First edition was titled *Know-How Is the Key: Job Smarts for Students with Learning and Other Disabilities Instructional Manual*

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Phone: 800-648-JIST

Fax: 877-454-7839

Email: info@jist.com

Web site: www.jist.com

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About This Instructor's Manual

This instructor's manual supports the *Job Smarts, Third Edition* student workbook. It was designed to help people with special needs to find a job and keep it.

Since the first edition of this book, the economy has taken a downward turn. There are issues today that were not as important at that time. It is much more difficult to get a job now, especially for people with special needs. Because of unemployment and downsizing, many more job searchers apply for each opening. People who have a history of longevity on the job are standing in line to fill out applications. People are graduating from college with no job offers.

One of the key factors for people with special needs is the fact that companies in many different areas have cut staff and are requiring multitasking for every job. Many people with special needs cannot multitask on the job. Therefore, jobs that were available when employers needed help with finding good employees have been eliminated because they require many more skills.

For these reasons, we need to do a better job up front in job education. It has been said that knowledge is power. We need to educate people with special needs strongly, clearly, and simply. They must learn how to find and keep a job in these changing times. We need to strengthen the communication between educators and students.

The method by which we teach information to people with special needs is as important as the information we are passing on. I also believe that people with special needs must take ownership of their special needs. This manual includes methods of teaching people with special needs so that they are on even playing ground in this competitive game of finding and keeping a job.

Getting a job is an important step to independent living. But it is only the first step: Keeping the job is just as important. And the number one reason for job termination is the inability to adjust to the workplace. If we are to help people with disabilities make a successful transition from school to work, we have to prepare them for the working environment.

Our job as instructors is to help students understand how the workplace differs from school, how it operates, why each job is important, why employers must maintain rules, and what the word *profit* means in the workplace. Most people who lose their jobs do so not because they cannot do the work, but because they cannot adjust to the work environment. The best measure of our success is our students' job retention.

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Contents

[Click here to access these resources online](#)

About These Resources

Orientation and Introduction

Activities

Introduction and Orientation

Job Smarts Pretest

Step 1

Step 1 Activities

Step 1 Case Studies

Step 1 Script and Lesson Plan

Step 2

Step 2 Activities

Step 2 Case Studies

Step 2 Script and Lesson Plan

Step 3

Step 3 Activities

Step 3 Case Studies

Step 3 Script and Lesson Plan

Worksheet 12a Attitude Check

Step 4

First Evaluation

Step 4 Activities

Step 4 Case Studies

Step 4 Script and Lesson Plan

Step 5

Step 5 Activities

Step 5 Case Studies

Step 5 Script and Lesson Plan

Step 6

Form W-4

Immigration Form I-9 and Instructions

Step 6 Activities

Step 6 Case Studies

Step 6 Script and Lesson Plan

Step 7

Step 7 Activities

Step 7 Case Studies

Step 7 Script and Lesson Plan

Worksheet 26a My Networking Groups

Worksheet 27 Employer Contact Form

Step 8

Second Evaluation

Step 8 Activities

Step 8 Case Studies

Step 8 Script and Lesson Plan

Step 9

Step 9 Activities

Step 9 Case Studies

Step 9 Script and Lesson Plan

Step 10

Step 10 Case Studies

Step 10 Script and Lesson Plan

Third Evaluation

Worksheet 34a Interview Checklist

Step 11

Step 11 Activities

Step 11 Case Studies

Step 11 Script and Lesson Plan

Step 12

Step 12 Activities

Step 12 Case Studies

Step 12 Script and Lesson Plan

Step 13

Step 13 Activities

Step 13 Case Studies

Step 13 Script and Lesson Plan

Resources

Resources

Training Certificate