**Do You Have Clients**

**Who Need Work Readiness Training?**

Westchester Independent Living Center’s

**PARTNERS FOR SUCCESS**

**Work Readiness Program**

Addresses ALL Your Clients Needs

|  |  |
| --- | --- |
| * Goal Setting
* Identify/ Prioritize Values
* Getting Along With Others- Co-workers, Supervisors
 | * Building confidence
* Wellness- Managing Health Issues
* Family Responsibilities in Relation to Work
 |
| * Inter/Intrapersonal Skills Development- Team Work
* Communication Skills
* Self-Assessment
* Job Skills
 | * Transportation- Getting to Work
* Assessing Organizational Skills
* Disclosure
* Managing Time & Attendance
 |
| * Assertive Communication
* Assertiveness in the Workplace
* Conflict Resolution Skills- Managing and Resolving Conflict
* Reducing Stress
* Resume/ Cover Letter Writing
* Interviewing Skills
 | * Employee Work Behaviors- Punctuality, Dependability, Motivation, Attitude, Dress, Hygiene, Grooming (as appropriate)
* Understanding Impact of Work (Wages) on Benefits
 |
| * Problem Solving- Customer Complaints
 | * Job Search Skills
* Employee Expectations
 |
| * Understanding the Americans with Disabilities Act (ADA)
 |

Westchester Independent Living Center’s

**Partners for Success**

**Work Readiness Program**

Is:

Not Your Average Work Readiness Program!

Not Your Average Results!

Based on 3 Key Tenets:

**Personal Awareness, Personal Responsibility**

**& Personal Empowerment**

The program engages the participants, has value beyond the classroom, meets the diverse needs of the participants, raises issues that relate to work, and incorporates a review/assessment/evaluation process that gauges the effectiveness of the program.

This Program empowers participants to create positive, effective attitudes, effective communication techniques, positive coping skills, and recognizing and defining empowerment for themselves.