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## Preparing Teens for the Contemporary Workforce

By Dianne Schilling

Innerchoice Publishing. Paperback. Condition: New. 144 pages. Dimensions: 10.8in. x 8.2in. x 0.7in. This valuable career resource covers the skills and attributes needed for success in all aspects of school, life, and work. With the easy-to-use reproducible student-handout format you'll be able to directly engage teens in important issues with language and examples they relate to and understand. Teach teens effective life and career skills with these important topics: Finding a Job That's Right for You Writing a Winning Resume Ensuring Successful Interviews Developing and Maintaining a Positive Attitude Taking Charge of Your Appearance Being There: The First Requirement Becoming a Successful Communicator Following Directions With Care Managing Time and Being Productive Respecting Expertise, Experience and Authority Proving Your Dependability Working Cooperatively With Others Giving Great Customer Service Making Effective Decisions Taking Assignments All the Way Doing What Needs to Be Done Initiative Solving Problems Creatively Welcoming Criticism and Compliments Assertively Conveying Personal Needs Effectively Managing Conflicts Becoming a Trusted Employee Help your teens learn essential workplace skills, gain knowledge and confidence, and know what it takes to have a successful, fulfilling future. This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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