

JIST



2005 Career Catalog

Caswell & Caswell 1-800-757-7667
www.teachersmarketplace.com

CAREER DEVELOPMENT/DISABILITIES

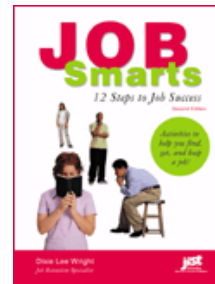
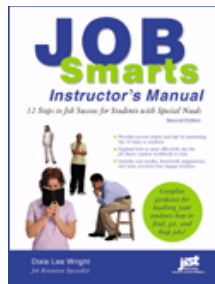
Job Smarts: 12 Steps to Job Success, Second Edition

by Dixie Lee Wright

For: Grade 6 to Adult, Reading Level: 5-Adult

◆ The only job search curriculum that highlights job search and retention skills specifically for **students with learning disabilities, at-risk youth, low reading level youth and adults, and others with special needs!**

◆ Save hundreds of hours of prep time - a complete instructor's curriculum and a student activity workbook.



Job Smarts: 12 Steps Instruction Manual

Author: Dixie Lee Wright
Format: 96 pp, 8.5x11, softcover,
copyright: 2003
C2-J0295 \$24.95

Job Smarts: 12 Steps Activity Book

Author: Dixie Lee Wright
Format: 64 pp, 8.5x11, consumable,
softcover, copyright: 2003
C2-J0287 \$9.95

"Most people who lose their jobs do so, not because they cannot do the work, but because they cannot adjust to the work environment."
- Dixie Lee Wright

Include everyone in school-to-work and job search programs!
A job search program with an emphasis on job retention for low-reading-level youth and adults, welfare-to-work, and others with special needs!
Revised and updated!

Job Smarts: 12 Steps to Job Success teaches students how to find, get, and keep a job, but with this unique focus: It is written for adults and students with low reading levels and other special needs.

All essential job search and job retention topics are covered, and the material is presented in a simplified and visual way, with text written at a fifth-grade reading level. The result? The content is very accessible for youth and adults with special needs, especially people with lower-level reading skills.

And for instructional settings that include more advanced students, optional worksheets are included for both basic AND advanced students.

All material in the current edition has been updated, and the content is still organized around the 12 simple steps. The second edition has an additional 16 pages that include

- ◆ Twenty new activities
- ◆ Increased coverage of job retention issues
- ◆ New skills and interests worksheets to ensure the hiring company is a good fit
- ◆ Material on understanding a work environment and how it changes

Note: The previous edition was titled *Know-How Is the Key: 12 Steps to Job Success*, ISBN 1-56370-371-8.

Instructional Manual Overview:

- A complete 12-chapter job coaching curriculum
- ◆ **Objectives.** Clear objectives for each step.
 - ◆ **Overview.** Notes to help instructors or trainer prepare to teach each step.
 - ◆ **Review.** A review of the rules of the work site, the previous step, the objective for the day, and "power words."
 - ◆ **Activities.** Several suggested activities with comments can be completed for the instructor to introduce and conduct the activity. Most activities can be completed in 15 to 30 minutes.
 - ◆ **Optional activities.** Suggested activities for higher-functioning groups, such as adults of independent-living clients.
 - ◆ **Case Studies.** Good examples of situations in typical jobs.
 - ◆ **Suggested Homework.**

Job Smarts: 12 Steps to Job Success, 2nd Edition Activity Book

by Dixie Lee Wright

A low-cost student activity workbook loaded with worksheets and interactive activities to supplement the job training curriculum in the Instructional Manual.

Manual and Activity Book structure a complete school-to-work course. In fact, there are two sets of worksheets: one set for basic students and the other for more advanced, higher-functioning students. Plus the pages are perforated so that specific activities can be collected after being assigned as homework or completed in class.

Activities are fun and simple, yet challenging - they build gradually on lessons already learned so the information is more easily retained. More importantly, the activities reinforce the 12 steps to job success outlined in the Instructional Manual.

Job Search Handbook for People with Disabilities

Author: Daniel J. Ryan, Ph.D.
Format: 288 pp, 7.5x9.25, softcover, copyright: 2004
C2-J9899 \$17.95



Job Search Handbook for People with Disabilities

by Daniel J. Ryan, Ph. D

Reading Level: Grade 8, For College-Adult

◆ Job seekers with disabilities learn to best represent themselves and reassure potential employers that they are capable workers.
◆ Excellent resource for people with disabilities AND for the career development professional who work with them.

Job Search Handbook for People with Disabilities covers everything from finding the right career field to negotiating for special accommodations on the job. Packed with practical techniques, no other reference offers such a comprehensive and functional approach to success.

- ◆ Excellent resource for people with disabilities, employers, and the professionals who work with them.
- ◆ Readers get great tips and strategies for education, networking, mentors, negotiating, and self-promotion.
- ◆ Creates and improves readers' awareness of employment laws and the protection they provide to those with disabilities.



Related:
◆ *Vocational Decision Making Interview*

Six Steps to Employment for People with Disabilities



Designed to help people with disabilities overcome the obstacles that they face in the job search, present themselves as effectively as possible, and show employers that their disability is not a liability.

192 pp, copyright: 2000
D2-CCA474 \$19.95

Ordering Information

**All Orders Should be Addressed to:
Caswell & Caswell
3571 Newgate
Troy, MI 48084**

WHEN ORDERING BY PHONE please let us know if a confirming purchase order will be sent. This will help us avoid possible problems with duplicate orders.

To Order Toll Free Call: 1-800-757-7668

To Order by Fax 1-248-646-4359

METHOD OF SHIPMENT will be United Postal Service unless special request is made by the customer or we see a need to ship via another service.

SHIPPING AND HANDLING CHARGES are typically 10% of the total order. There is a \$4.50 minimum charge. Residential customers have a minimum charge of \$5.25

ORDERS FROM INDIVIDUALS should be prepaid. Be sure to include state sales tax.

**ALL CHECKS OR MONEY ORDERS MADE PAYABLE TO:
CASWELL & CASWELL**

ORDERS FROM EDUCATIONAL INSTITUTIONS should include a purchase order number when possible and must be on either official stationary or an official purchase order form.

**CLASSROOM DISCOUNTS ARE AVAILABLE.
PLEASE CALL FOR INFORMATION.**

EXAMINE ALL MATERIALS AS SOON AS RECEIVED! Notify us of damaged or missing items immediately.

ALL RETURNS MUST BE AUTHORIZED BY CASWELL & CASWELL. Permission to return should be requested and authorized in writing. We will not issue credit on unauthorized returns. All returned material must be in perfect, unmarked, saleable condition.

ALL PRICES IN THIS CATALOG are subject to change because of possible producer price changes. We bill at the producer's latest selling price. In case of a sizable increase in price, we will notify prior to shipment for confirmation.

CASWELL & CASWELL ORDER FORM

To order by phone
Call 1-800-757-7668
Fax: 248-646-4359



william.caswell@sbcglobal.net

Ship To:

Name: _____
Institution: _____
Department: _____
St. Address: _____
City/State/Zip: _____
Telephone: (____) _____
EMail Address _____

Bill To: (if different)

Name: _____
Institution: _____
Department: _____
St. Address: _____
City/State/Zip: _____
Telephone: (____) _____
Fax: (____) _____

Payment Method: (Check One)

- Payment Enclosed
 Bill my Institution
P.O.# _____

Shipping & Handling Charges:
10% of total purchase
\$4.50 minimum S&H Charge
\$5.25 minimum Residential S&H Charge

Date _____

All orders are shipped net 30 days. Returns must have written authorization from us.

ITEM#	QTY	PRODUCT DESCRIPTION	\$ EACH	\$ TOT. COST

CASWELL & CASWELL
3571 Newgate, Troy, MI 48084
www.teachersmarketplace.com

Subtotal	
Sales Tax	
Shipping	
TOTAL	

Yes! I would like to join your mailing list!