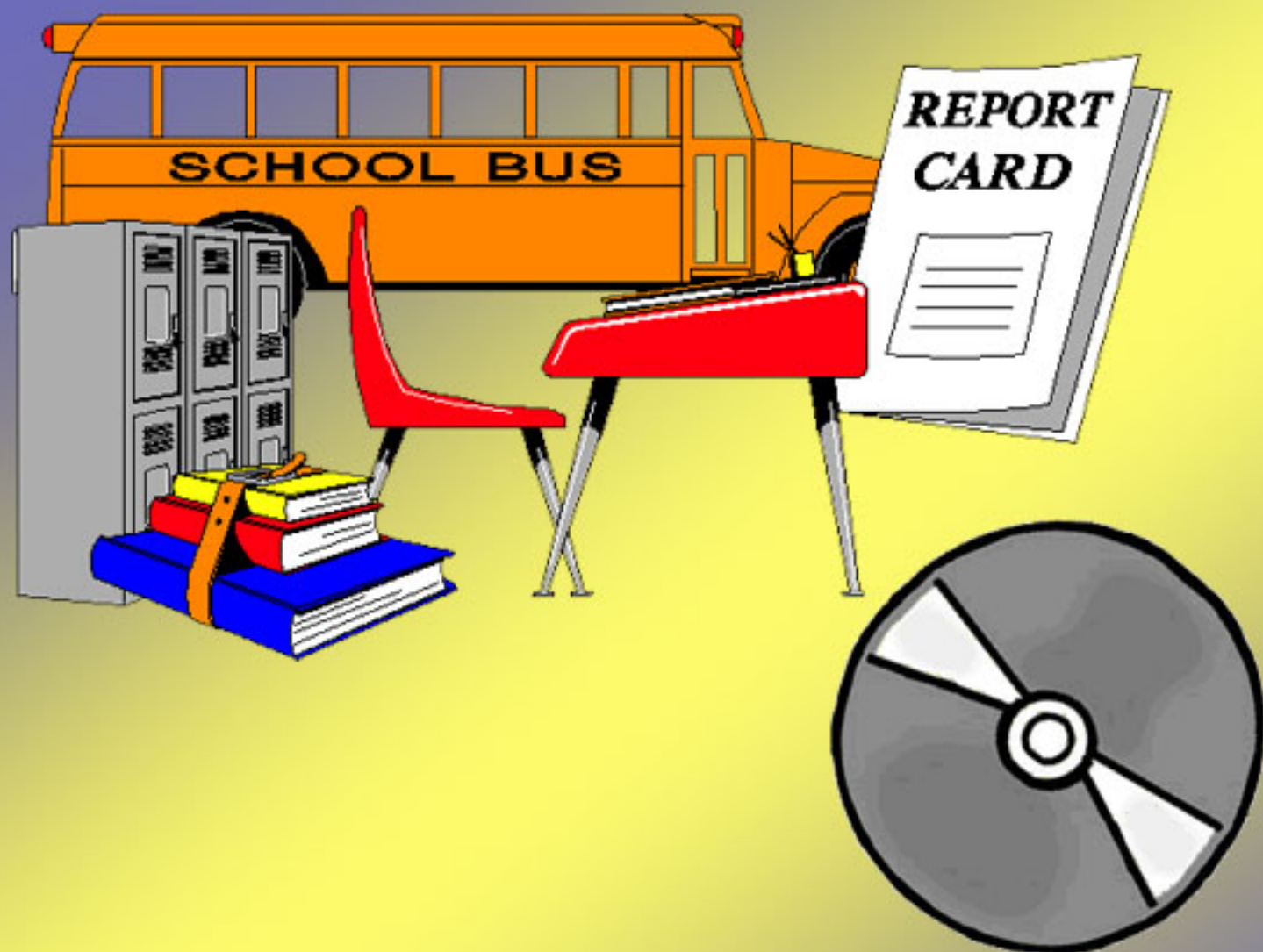


# Educational Associates



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Language Arts

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[www.teachersmarketplace.com](http://www.teachersmarketplace.com)  
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# Job Search CD Series

This 9-part CD series provides a comprehensive look into the job search process including planning one's goals, developing resumes and completing job applications, interviewing, and presenting good communication skills. Each CD contains a pre- and post-test, multiple choice questions, interactive self-discovery questions and "learning in action" activities. A diploma is also printed for a passing score on the post test. *System Requirements: Windows 95/98/2000/NT, Pentium 90, 24mb RAM, 640 x 480/16 bit color, 4X CD rom, Internet Explorer 5.0 (setup provided on CD)*

Job Search CD Series (Set of 9) © 2001

ES20220CD	Entire Set (9 CDs)	\$ 799
ES20220CDSL	Site License	\$1599
ES20220CDW	Network	\$2399

**Highlights of the CDs include:**

- ◆ Internet Links ◆ Disk Management Capabilities ◆ Printouts ◆ Tutorials
- ◆ Graphics ◆ Self Discovery Interactive Questions ◆ Pre- and Post-Tests
- ◆ Learning in Action Activities



## Planning Career Goals

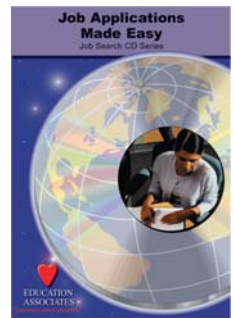
Emphasizes the importance of making life and career decisions. Orients the user to the difference between skilled and unskilled jobs and the various skill requirements of each. Provides the user an opportunity to record the financial requirements needed to meet the desired life-style, the type of job

needed and the skills required for that job. Encourages user to assess current skills and abilities. © 2001. 1 of a series of 9.

ES601CD	Planning Career Goals CD	\$98
ES601CDSL	Site License	\$200
ES601CDW	Network	\$300

## Job Applications Made Easy

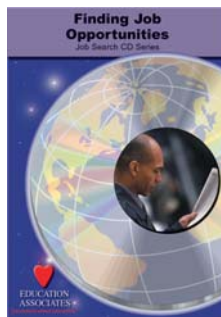
Teaches the techniques of completing an employment application and stresses following directions, being neat, being honest, and organizing information. Emphasizes the importance of answering open-ended questions accurately and concisely. Concludes with the on-screen completion of an application which can be printed for evaluation. © 2001. 4 in a series of 9.



ES603CD	Job Apps Made Easy CD	\$98
ES603CDSL	Site License	\$200
ES603CDW	Network	\$300

## Finding Job Opportunities

A comprehensive introduction to time-proven sources for securing job openings. The user is required to make appropriate decisions about ways to find job openings and determining the best method of follow up for specific job leads. Also emphasizes the importance of prompt action in following up a lead. Introduces the user to the job lead card and explains its usefulness in a job search. © 2001. 2 of a series of 9.



ES604CD	Finding Job Opps CD	\$98
ES604CDSL	Site License	\$200
ES604CDW	Network	\$300

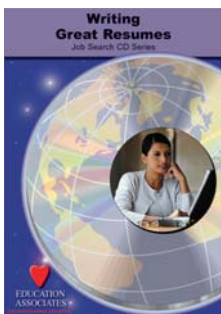


## Keys to Successful Interviews

This CD provides helpful tips and strategies to make your best impression. Stresses having a positive attitude and presenting a good impression when trying to sell one's self to an employer. Describes being prepared for the interview, being on time, being

properly groomed, handling introductions, answering questions as well as asking questions during the interview, and following up the interview. © 2001. 5 in a series of 9.

ES605CD	Keys to Success. Interv. CD	\$98
ES605CDSL	Site License	\$200
ES605CDW	Network	\$300



## Writing Great Resumes

Discusses the importance of developing a resume and stresses when and how to use a resume. Describes in detail what a resume should look like and the major parts that should be included. Also discusses the need for additional sections in a resume. The user can develop his/her resume on screen with an option for printout. Emphasizes the importance of an accurate, well-organized resume. © 2001. 3 in a series of 9.

ES602CD	Writing Great Resumes CD	\$98
ES602CDSL	Site License	\$200
ES602CDW	Network	\$300



# Job Search CD Series

This 9-part CD series provides a comprehensive look into the job search process including planning one's goals, developing resumes and completing job applications, interviewing, and presenting good communication skills. Each CD contains a pre- and post-test, multiple choice questions, interactive self-discovery questions and "learning in action" activities. A diploma is also printed for a passing score on the post test. *System Requirements: Windows 95/98/2000/NT, Pentium 90, 24mb RAM, 640 x 480/16 bit color, 4X CD rom, Internet Explorer 5.0 (setup provided on CD)*

Job Search CD Series (Set of 9) © 2001

ES20220CD	Entire Set (9 CDs)	\$ 799
ES20220CDSL	Site License	\$1599
ES20220CDW	Network	\$2399



## Presenting Positive Attitudes

This CD discusses how having a positive attitude and self-concept will help one succeed in his/her job search. Stresses ways to show a positive attitude both verbally and non-verbally during the interview, including positive and negative body language. Discusses how employers look for employees with a good attitude.

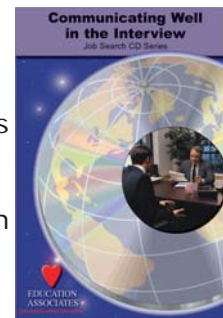


© 2001. 6 in a series of 9.

ES608CD	Present Positive Att. CD	\$98
ES608CDSL	Site License	\$200
ES608CDW	Network	\$300

## Communicating Well in the Interview

Describes in detail verbal vs. non-verbal communication and stresses the importance of using each effectively to get a job. Discusses the fact that an employer makes an impression from our communication and provides tips to help that communication be positive and beneficial. Includes tips on positive non-verbal communication and stresses how to use non-verbal communication to one's benefit. © 2001. 8 in a series of 9.



ES611CD	Communicating Well CD	\$98
ES611CDSL	Site License	\$200
ES611CDW	Network	\$300

## Your Appearance in the Interview

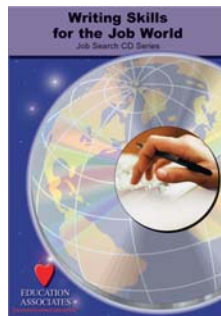
Users learn that non-verbal messages create the first impression and that is often more remembered than verbal messages. Stresses the importance of personal appearance in the interview and provides tips for personal hygiene and daily grooming.



Stresses the importance of the care you take in your appearance and non-verbal messages reflect the pride you have in yourself and your work. © 2001. 7 in a series of 9.

ES753CD	Your Appearance CD	\$98
ES753CDSL	Site License	\$200
ES753CDW	Network	\$300

## Writing Skills for the Job World



Good writing skills are necessary in every career. This CD stresses this fact and highlights many important tips for effective written communications. Includes being neat, concise, using good grammar and punctuation, and organizing thoughts in written communications. Users will learn about developing effective business letters, memos, order forms, messages, and resumes and have a chance to practice developing effective written communications. © 2001. 9 in a series of 9.

ES755CD	Writing Skills Job Skills CD	\$98
ES755CDSL	Site License	\$200
ES755CDW	Network	\$300

### Highlights of the CDs include:

- ◆ Internet Links
- ◆ Disk Management Capabilities
- ◆ Printouts
- ◆ Tutorials
- ◆ Graphics
- ◆ Self Discovery Interactive Questions
- ◆ Pre- and Post-Tests
- ◆ Learning in Action Activities

# Job Survival CD Series

Learn the attitudes and behaviors necessary for job success with this eight part CD series. Each CD contains a pre and post test, multiple choice questions and self-discovery questions and "learning in action" activities. A diploma is also printed for a passing score on the post test.

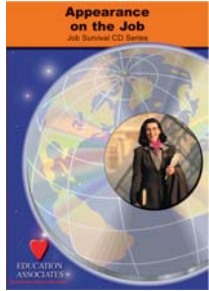
*System Requirements: Windows 95/98/2000/NT, Pentium 90, 24mb RAM, 640 x 480/16 bit color, 4X CD rom, Internet Explorer 5.0 (setup provided on CD).*

Job Survival CD Series (set of 8) © 2001 **Save \$253.00! Limited Time Offer**

ES21220CD	Set of 8 CDs	\$ 699
ES21220CDSL	Site License	\$1499
ES21220CDW	Network	\$2099



## Appearance on the Job



Appearance is of vital importance in The Job World. Just how important? This CD will inform users that it can make or break your chances for success. Users learn how appearance reflects on one's pride and self-confidence and, thus, the type of worker one is. Also stressed is

the need for maintaining a clean work area and the impact it can have on safety on the job. © 2001. 1 in a series of 8.

ES756CD	Appearance on Job CD	\$ 98
ES756CDSL	Site License	\$200
ES756CDW	Network	\$300

## Job Attendance

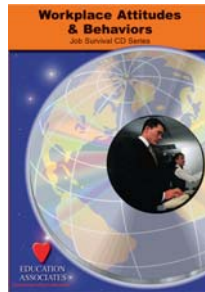


This CD stresses the importance of maintaining regular attendance on the job. Users learn the effects of poor attendance including lowering employee morale and productivity and the effects on all members of the work team. Stresses gaining the employer's trust and following company policy. © 2001. 4 in a series of 8.

ES754CD	Job Attendance CD	\$ 98
ES754CDSL	Site License	\$200
ES754CDW	Network	\$300

## Workplace Attitudes and Behaviors

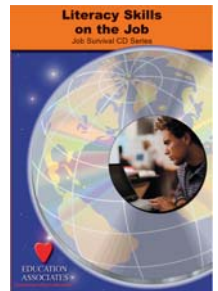
This CD explores the attitudes and behaviors necessary to keep your job and succeed in the workplace. Areas stressed include accepting constructive criticism, being willing to learn and improve, being honest and ethical, being dependable, being cheerful and friendly, and being a team player. Users will also learn ways that both positive and negative attitudes are shown. © 2001. 2 in a series of 8.



ES757CD	Workplace Attitudes CD	\$ 98
ES757CDSL	Site License	\$200
ES757CDW	Network	\$300

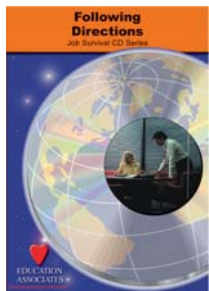
## Literacy Skills on the Job

Helps the user with the many skills needed for workplace literacy on the job today... including becoming familiar with office equipment and common workplace terms. Includes tips on taking phone messages and writing business letters and memos as well as working with customers. Provides user with an opportunity to complete several workplace forms. © 2001. 5 in a series of 8.



ES713CD	Literacy Skills Job CD	\$ 98
ES713CDSL	Site License	\$200
ES713CDW	Network	\$300

## Following Directions



Emphasizes the importance of following directions in order to help ensure success both in school and on the job. Users are encouraged to follow directions in order, carefully, and completely. Users also gain an understanding of an employer's expectations of following directions

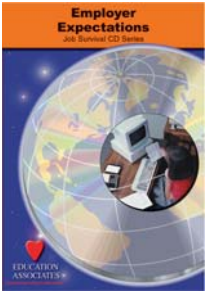
and the consequences of not doing so. © 2001. 3 of a series of 8.

ES760CD	Following Directions CD	\$ 98
ES760CDSL	Site License	\$200
ES760CDW	Network	\$300



# Job Survival CD Series

## Employer Expectations

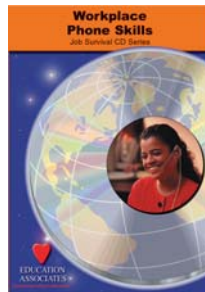


Discusses the expectations of employers and co-workers and how to live up to those expectations in order to keep a job. Includes being on time, dependable, cooperative, loyal to the company, willing to accept constructive criticism, and willing to learn and improve. Stresses the importance of having good attitudes, maintaining good work habits, and using proper communications on the job. © 2001. 6 in a series of 8.

ES606CD	Employer Expectation CD	\$ 98
ES606CDSL	Site License	\$200
ES606CDW	Network	\$300

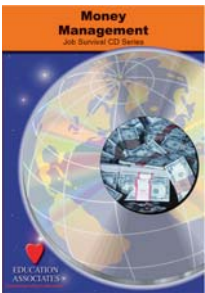
## Workplace Phone Skills

As the link between customers and the company, people answering business phones often do not project the best image possible for their company. This program teaches the user the importance of developing good phone skills on the job. Topics covered include developing a good phone personality and telephone courtesy, listening and responding to callers, meeting the caller's needs, handling callers on hold, placing business calls, and not making personal calls at work. Provides practice for the user in completing phone messages and listening on the phone. © 2001. 7 in a series of 8.



ES723CD	Workplace Phone Sk. CD	\$ 98
ES723CDSL	Site License	\$200
ES723CDW	Network	\$300

## Money Management



Discusses the importance of a paycheck to an employee and his/her family and how to properly budget to make the most of one's money. Provides the user with examples of how to calculate gross pay, figure deductions and obtain net pay. The user has an opportunity to develop a

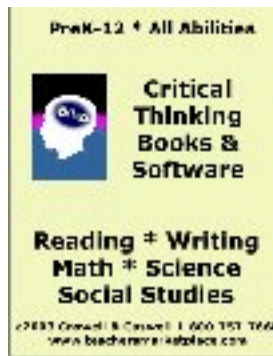
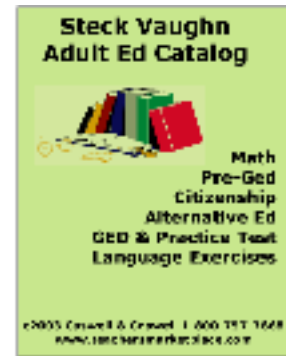
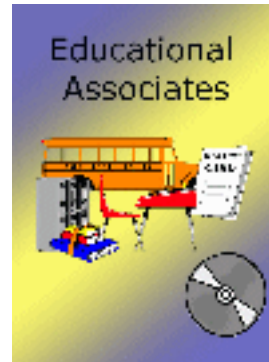
family budget based on anticipated income and expenditures. Discusses the use of credit and the wise use of credit cards. © 2001. 8 in a series of 8.

ES723CD	Money Management CD	\$ 98
ES723CDSL	Site License	\$200
ES723CDW	Network	\$300

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# Job Readiness CD Series

This new exciting set of 9 CD's is a comprehensive series on job readiness and employability skills. This series truly utilizes your computer's interactive capabilities by providing high quality video and audio, dynamic graphics, a variety of test options, and easy navigation tools! Features include:

- \* Individualized instruction allows users to proceed at their own pace
- \* Highly interactive
- \* Award-winning video
- \* Internet links
- \* Actual narration text and summary of key points
- \* Multiple print options
- \* Hearing impaired support
- \* Useful management capabilities
- \* Drop down navigation boxes
- \* Pre and Post Tests
- \* Tutorials
- \* Ideal for ages 16-65
- \* Windows 95/98/2000 and Network versions available.

**Save \$162.00 When you buy all 9!**

CWT100CD Single User (Set of 9 CDs) \$ 999.00

CWT100NET Network (Set of 9 CDs) \$2399.00

System requirements: Windows 95/98/2000/NT. Pentium 90, 24mb RAM, 640 x 480/16 bit color, 4X CD rom, Windows Compatible sound card, Internet Explorer 5 (setup provided on CD)

## Career Goals

Learn how to set life and career goals and match those goals with fulfilling jobs. This CD covers:

- \* Ways to make a living
- \* Setting long-term and short-term goals
- \* Characteristics of jobs
- \* Getting the skills you need
- \* Job objectives
- \* Picking the right job
- \* Skilled and unskilled jobs
- \* Achieving job satisfaction.

CWT101 Single User \$129.00

CWT101NET Network \$299.00

## Finding a Job

Where do I look and what do I do? This CD covers how to locate and follow up job leads with the following topics:

- \* Make a job plan
- \* Be prepared
- \* Discover over 10 ways and places to find a job
- \* Learn how to keep good records
- \* Learn four ways to follow up job leads.

CWT102 Single User \$129.00

CWT102NET Network \$299.00

## Resumes

Good resumes get interviews! Users of this CD will be provided with a wealth of tips and strategies for developing a resume. Topics include:

- \* Be well prepared
- \* Sell yourself
- \* Have a professional appearance
- \* Watch the length!
- \* Tips and strategies
- \* Four major sections
- \* Other sections and formats.

CWT103 Single User \$129.00

CWT103NET Network \$299.00

## Job Applications

Learn tips and strategies for completing a job application, such as...

- \* Making a good first impression
- \* Being well prepared
- \* Basic information on most applications
- \* Completing open-ended questions.

CWT104 Single User \$129.00

CWT104NET Network \$299.00

## Interviews

The interview is your time to influence the employer to hire you. Make sure you present yourself in the best way possible. Learn about the following topics with this CD:

- \* How to be prepared for the interview
- \* How to show a positive attitude
- \* Appropriate clothing and grooming
- \* Know your rights
- \* Basic questions asked
- \* Practice answering questions
- \* Know the questions to ask
- \* Learn the ways to make a good impression
- \* Learn how to follow up.

CWT105 Single Users \$129.00

CWT105NET Network \$299.00

## Good Appearance

Good appearance is vital during the job search. Users will learn about the following key points to presenting a good appearance:

- \* Learn how first impressions are often made on appearance
- \* Practice good hygiene steps
- \* Dress appropriately
- \* Avoid trendy clothes, overdressing or casual clothes
- \* Use appearance to project a positive image.

CWT106 Single Users \$129.00

CWT106NET Network \$299.00

## Positive Attitudes

This CD will help users learn about the following key points to present a positive attitude during the job search:

- \* Use good verbal communications and positive comments
- \* Show a "can do" attitude
- \* Be prepared to relate your skills and experiences
- \* Be self-confident
- \* Use good manners
- \* Dress appropriately
- \* Project a positive image
- \* Meet employer expectations
- \* Practice good personal grooming.

CWT107 Single Users \$129.00

CWT107NET Network \$299.00

## Communication

Verbal and nonverbal communication are your ways to make a good first impression and convince the employer to hire you. This CD will present many key elements to effective communication including:

- \* Tips for good verbal communication
- \* How to create a good first impression
- \* How to communicate a positive attitude
- \* Appropriate dress
- \* Good grooming
- \* Good and bad body language
- \* Importance of nonverbal communication

CWT108 Single Users \$129.00

CWT108NET Network \$299.00

## Written Communication

Effective written communication skills are needed to get and keep a job. This CD will provide users with tips and suggestions to communicate effectively in writing in the following areas:

- \* Developing a resume
- \* Writing a letter of application
- \* Writing an interview follow-up letter
- \* Writing memos and business letters.

CWT109 Single Users \$129.00

CWT109NET Network \$299.00



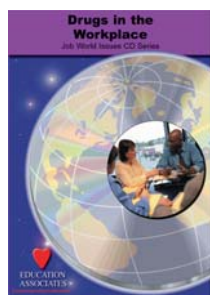
# Job World Issues CD Series

This seven part CD series helps the user explore important issues for success on the job including learning important problem solving skills and understanding workplace values and motivation. Also included is the problem of drug use in the job world, drug using co-workers and drug testing. Each software program contains a pre and post test, multiple choice questions and self-discovery questions and "learning in action" activities. A diploma is also printed for a passing score on the post test. *System Requirements: Windows 95/98/2000/NT, Pentium 90, 24mb RAM, 640 x 480/16 bit color, 4X CD rom, Internet Explorer 5.0 (setup provided on CD)*

**Save \$234.00! Limited Time Offer**

Job World Issues CD Series (set of 7) ©2001

ES42600CD	Set of 7 CDs	\$ 599
ES42600CDSL	Site License	\$1299
ES42600CDW	Network	\$1799



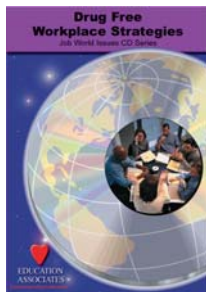
## Drugs in the Workplace

People using drugs on the job are enacting an enormous cost to our society including lower productivity, morale and reduced performance. This program looks at this issue and stresses how drug-using employees affect us all. ©2001. 1 in a series of 7.

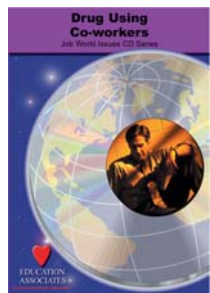
ES42001CD	Drugs in Workplace CD	\$ 98
ES42001CDSL	Site License	\$200
ES42001CDW	Network	\$300

## Drug-Free Workplace Strategies

This CD explores strategies to help encourage a drug-free workplace. Topics covered include Employee Assistance Programs and their value and benefits to both the company, employer and employees. ©2001. 2 in a series of 7.



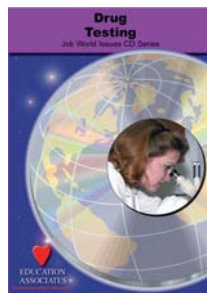
ES42002CD	Drug-Free Workplace CD	\$ 98
ES42002CDSL	Site License	\$200
ES42002CDW	Network	\$300



## Drug-Using Co-workers

Thirty-five percent of our nation's firms report the presence of drug problems on the job. This program will provide an awareness of the problems of drug use on the job. The symptoms of drug-using employees are detailed and the rights and responsibilities of employees and employers. ©2001. 3 in a series of 7.

ES42201CD	Drug Using Co-Work CD	\$ 98
ES42201CDSL	Site License	\$200
ES42201CDW	Network	\$300



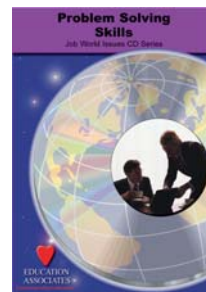
## Drug Testing

Drug testing-is it a reality you will be facing for the occupation you're choosing? This CD program provides an in-depth look at drug testing including the various types and their accuracy. Defines mass drug screenings and presumptive testing. Also covers how drug testing can be used as proof of fitness for work. ©2001. 4 in a series of 7.

ES42202CD	Drug Testing CD	\$ 98
ES42202CDSL	Site License	\$200
ES42202CDW	Network	\$300

## Problem Solving Skills

CD program to help the user learn the importance of good problem solving skills on the job. Users learns the basics of good interpersonal skills and their importance in solving problems. Also discussed is brainstorming and the ten basic steps of conflict resolution. Practice is provided for using new problem-solving skills. ©2001. 5 in a series of 7.



ES754CD	Problem Solving CD	\$ 98
ES754CDSL	Site License	\$200
ES754CDW	Network	\$300



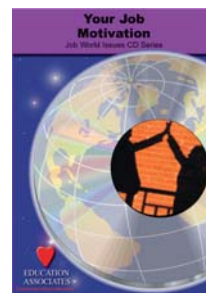
## Workplace Values: Know What's Important

Discusses the origin and importance of the Work Ethic and the values associated with it. Describes how values guide one in decision making about getting a job and guide one's behavior on the job. Examines many of the values necessary for job success. Provides an opportunity for the user to determine his/her values and encourages the user to apply those values to keep and succeed on the job. ©2001. 6 in a series of 7.

ES609CD	Workplace Values CD	\$ 98
ES609CDSL	Site License	\$200
ES609CDW	Network	\$300

## Your Job Motivation

What kind of job motivates you to do your best and succeed? This CD program helps the user learn about what factors motivate him or her and looks at those types of jobs that match individual motivational factors. ©2001. 7 in a series of 7.



ES610CD	Job Motivation CD	\$ 98
ES610CDSL	Site License	\$200
ES610CDW	Network	\$300

# Job Search Skills VHS Series

What's the secret to a successful job search? Preparation, determination and attitude are key ingredients to finding a successful job. Participants polish these skills by developing their own resume, filling out job applications, learning ways to show proper attitudes and communication skills and practicing interviewing, just to name a few with this exciting nine-part **award-winning video series**. Each video comes with a teacher's guide, discussion questions and activity packs containing forms with in-depth activities about each topic area. Each is approximately 15-20 minutes in length.

Job Search Skills Video Series (Set of 9) © 2000  
ES33507 Set of 9 Videos \$719

Save \$172.00 Buy All 9!



## Before Tomorrow Becomes Today

Live-action video encourages proper planning to realistically determine and attain one's life and employment goals. Discusses the types of education and training required for skilled and unskilled jobs. Leads the viewer through planning his/her life

and career goals. © 2000. 1 in a series of 9.

ES809 Before Tomorrow VHS \$99



## Find the Job World

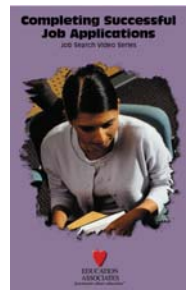
Live action video which discusses the many ways and places to find job openings. Included are eleven different sources for job openings. Emphasis is placed upon telling people about your job search to develop a network. Also stressed are the importance of persistence and quick follow-up during a job search. The four ways to follow-up job leads are discussed including making a personal visit, writing a letter of application, using the telephone and using third party contacts. Helpful hints for making a good impression are discussed for each way. Special emphasis is placed on making a personal visit and being prepared during your job search. © 2000. 2 in a series of 9.



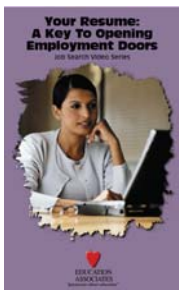
ES3017 Find the Job World VHS \$99

## Completing Successful Job Applications

Seventeen minute video that discusses the importance of making a good impression when completing job applications in order to increase one's chances for getting an interview. This video is divided into vignettes in which a group of individuals are learning about job applications and the ways to best complete them. Vignette topics include how and why companies use applications, typical questions asked, responding to open-ended questions, ways to be prepared to make a good impression, following directions, and discriminatory questions. After each vignette, the viewer is prompted to stop the tape and complete the discussion questions and activities provided in the accompanying Teacher's Guide. © 2000. 4 in a series of 9.



ES3008 Completeing Job Apps VHS \$99



## Your Resume: A Key to Opening Employment Doors

Video program designed to instruct the viewer on how to develop a basic chronological format resume. The viewer will learn the importance of an accurate, well organized resume in representing oneself to an employer and in opening employment

doors. The program follows a young girl developing her first resume. The program stresses the important elements to include as well as additional sections to stress skills and abilities. © 2000. 3 in a series of 9.

ES3004 Your Resume VHS \$99



## Interviews That Win Jobs

The interview is the most important phase of the job search process-the time to win or lose the job! This video is designed to increase the viewer's interview skills in order to win a job. This 18 minute video follows a community education class in which people of different ages are preparing for interviews. The video is broken into segments dealing with competencies including being prepared, opening the interview, answering common questions, what employers look for, knowing one's legal rights, ending tips for winning the job, and following up the interview. © 2000. 5 in a series of 9.

ES3009 Interviews-Win Jobs VHS \$99



# Job Search Skills VHS Series



## Positive Attitudes: Success in Getting a Job

Video program which presents the importance of a positive attitude in getting a job. Viewers are instructed that a positive attitude is communicated through such areas as grooming, preparation, verbal skills and body language. Viewers are

encouraged to assess their own attitudes and how they are communicated as the first steps toward success. This 18 minute video is presented in four segments. After each segment, the tape is to be stopped for questions and class discussion provided in the accompanying Teacher's Guide. Through observing an employer's interviewing experiences on the video, the class will discover that people are not always prepared to present a positive attitude and the consequences. The class will evaluate the applicants in the scenarios based on an applicant rating system. In addition, group activities and assessment tasks are provided. © 2000. 6 in a series of 9.

ES3001 Positive Attitudes VHS \$99

## Good Appearance in the Interview

Video program designed to increase the viewer's awareness of the importance of good grooming and a good appearance during the job interview. Viewers are encouraged to understand that employers often make a first impression that a well groomed, neat appearance signifies a worker who will be conscientious about job performance. This 16 minute video presents tips for good personal hygiene. In addition, also discussed are proper clothing to wear to an interview as well as clothing to avoid wearing to interviews. Also discussed is the fact that care should be taken in developing resumes and completing job applications since they also make an impression based on their appearance. © 2000. 7 in a series of 9.

ES3005 Good Appearance VHS \$99



## Skills For Verbal & Non-Verbal Communication

Results of recent national surveys show that employers first look for good communication skills when hiring applicants. This video is designed to provide the viewer with a knowledge of the skills needed for effective verbal and non-verbal

communication. Very few people will be successful in job interviews without effective verbal communication. This video includes ways and tips for effective verbal skills. In addition, non-verbal communication, such as body language, can be just as important, if not more important, in interviews! Examples of both effective and ineffective body language are presented including the impression that employers receive from them. The video is divided into vignettes with discussion questions and activities provided in the accompanying Teacher's Guide. © 2000. 8 in a series of 9.

ES3011 Skills for Comm. VHS \$99



## Writing Your Way Up the Job Ladder



Video designed to provide an awareness of the importance of good written communication skills both in getting and keeping a job. Areas covered include developing resumes, writing letters of application, writing business letters and memos and

using effective writing skills. The viewer is encouraged to learn the ways to develop effective written communications that motivate the reader to react favorably to what is written. Also stressed are the importance of being concise, positive, and using good grammar and spelling skills. © 2000. 9 in a series of 9.

ES808 Writing Your Way VHS \$99



# Job Survival VHS Series

An award-winning series on the skills needed to keep and succeed on the job. Each live action video is approximately 15-20 minutes in length. Videos include Teacher's Guides with objectives, discussion questions and activities as well as a pad of Student Activity Worksheets. **Save \$73 When you buy all 8 videos!**  
ES33501 Job Survival Series Set of 8 \$719.00

## Good Appearance on the Job

Video designed to stress the importance of maintaining a good appearance on the job in order to be successful. Not only do employers expect workers to present a good appearance in the job for customers but also for co-workers. Topics covered in this 16 minute video include tips for good personal hygiene, wearing appropriate clothing on the job, keeping one's work station neat and clean, and safety issues relate to cleanliness.  
ES3006 Good Appearance Video \$99.00

## Positive Attitudes: Success in Keeping a Job

Video designed to demonstrate how a positive attitude is the most important personal skill one brings to an employer. Objectives include presenting how attitudes may be communicated on the job, what expectations employers have regarding their employee's attitudes and setting forth situations through which viewers can discuss and gain an awareness of various aspects of attitudes. This 17 minute program provides a series of five vignettes in which several employees are seen interacting during a day on the job. At the end of each vignette, this tape is to be stopped for discussion questions and activities provided in the accompanying Teacher's guide. In addition, group activities and assessment tasks are provided.  
ES3002 Positive Attitudes Video \$99.00

## Attendance: An Employer's Expectation

Live action video which stresses the importance of maintaining regular attendance on the job. The consequences of missing work are detailed including disrupting work schedules, lowering employee morale, missing important information, slowing productivity, and being fired. The importance of being honest with an employer is stressed.  
ES3022 Attendance Video \$99.00

## Follow My Directions

Live action video to help teach the importance of listening to and following directions in class, at home, and on the job. As we follow Simon and Seymour, two high school students, through their day, viewers learn the importance and consequences of following directions. The aspect of following directions to achieve the best results and for safety reasons are stressed. The different ways you will find directions are explored - spoken, unspoken and written - and examples are provided. Discusses how to follow directions in order, carefully and completely, and the consequences of not doing so.  
ES3018 Follow My Directions Video \$99.00

## Job World Literacy

Live-action video explaining the many skills and attitudes needed for literacy on the job. Important terms found on most jobs are explored. Four types of office equipment found on most jobs are described. Also stressed is the way to complete properly an invoice, purchase order and business letter. Important tips for taking a phone message are explored. The video emphasizes the importance of having good attitudes about learning on the job today and the way to be successful including being prompt, being honest, working hard and meeting deadlines.  
ES3021 Job World Literacy Video \$99.00

## Your Job: Now It's Up to You

Live action video emphasizes the importance of proper actions, work habits, and attitudes in keeping a job. Describes the many expectations of employers and co-workers including being cooperative, dependable, punctual, enthusiastic, loyal, honest, willing to learn and improve, able to take criticism, showing initiative and willing to follow directions. Emphasizes the ways to make a good impression on supervisors and co-workers. Stresses the importance of developing good working relationships in order to succeed on the job.  
ES813 Your Job Video \$99.00

## Phonework: On the Job

Live action video designed to instruct employees on the importance of proper phone use on the job in order to help a business succeed. Ways to have a pleasing phone personality are explored as well as using correct and incorrect grammar. Steps are given to use when answering the phone. Special emphasis is placed on taking a message and the items to include. Common courtesy is stressed especially with people holding on the line. The steps to transferring a call are noted. An important part of any business is handling complaints from customers. This video examines the ways to do so. Also mentioned are the steps to use when making business calls for your company and other functions of a phone on the job today.  
ES3020 Phonework Video \$99.00

## Your Money Matters

Live action video which stresses the proper management of money in order to achieve the lifestyle desired. Instructs the viewer in the way a paycheck is calculated: including gross pay, deductions and net pay. Guides the viewer through the development of a personal or family budget. Orients the viewer with checking accounts and credit cards and encourages wise use of both.  
ES814 Your Money Matters Video \$99.00



# Workplace Issues VHS Series

This five-part video series provides the user with an awareness of the problems of drug use on the job, the symptoms of drug-using employees, and the issue of drug testing. Also includes important problem solving and motivational skills for success on the job. Each live action video is approximately 15-20 minutes in length and includes a Teacher's Guide with discussion questions and activities as well as a pad of Student Activity Worksheets.

Workplace Issues Video Series (set of 5) © 2000  
 ES33504 Set of 5 Videos \$419



## Drugs in the Workplace - Employer

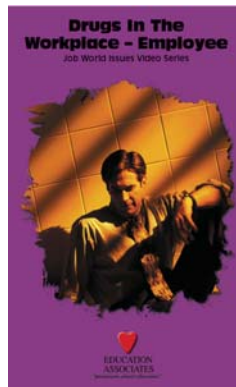
Officials discuss company policies on drug screening and the selection of employees. The importance of drug screening is explained as well as some of the avoidance techniques used by applicants and the leading techniques to detect this. © 2000. 1 in a series of 5.

ES401 Drugs/Workplace Employer \$99

## Drugs in the Workplace - Employee

This video discusses the issue of drugs in the workplace and the enormous cost to society. Officials discuss the consequences of drug-using employees, drug testing programs, drug-free workplace policies, safety on the job, and the importance of Employee Assistance Programs. © 2000. 2 in a series of 5.

ES402 Drugs/Workplace Employee \$99



## Values, Decisions, Success

Examines the values needed for success in getting and keeping a job. Values discussed include: dependability, cooperation, loyalty, honesty, initiative, willingness to learn and follow instructions. Shows situations in which the viewer is encouraged to react according to his/her values. © 2000. 4 in a series of 5.

ES805 Values, Decisions, Success \$99



## Problem Solving in the Job World

A job retention program for adolescents and young adults who are trying to learn skills necessary to progress in their careers. The skills discussed in this video are designed to encourage improved communication and experience with problem solving and conflict resolution. © 2000. 3 in a series of 5.

ES3019 Problem Solving Job World \$99

## Workplace Motivation

Video stresses the importance of motivation while seeking a job, performing well on the job, and advancing to a better position. Prompts viewer to determine his or her motivational factors and consideration of these factors during job selection. Emphasizes the role of self-motivation in employment success and personal happiness. © 2000. 5 in a series of 5.

ES3012 Workplace Motivation \$99



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