



Job Ready Career Skills Online

Now, you can turn your classroom into a virtual work readiness laboratory.

Here's what **Job Ready Career Skills** with **The Teacher's Desktop** can do for you:

- Match your local and state standards to essential work readiness topics
- Provide 210 lessons in 21 topics and 5 categories
- Pre-test students for base knowledge of work readiness
- Assess students after every lesson
- Post-test students for progress
- Prepare rosters for multiple classes or teachers
- Provide individual student scores
- Export scores to a spreadsheet
- Compare averages for classes
- Compare progress in schools, districts, or states

View the screen shots that follow for a quick understanding of **Job Ready Career Skills**

Work Habits Workplace Effectiveness Business Etiquette Communication Skills The Job Search Scores Educator Signout

Personal Characteristics Lessons

Professionalism

▶ Demonstrating a Good Attitude

- [Gaining and Showing Respect](#)
- [Demonstrating Responsibility](#)
- [Showing Dependability](#)
- [Being Courteous](#)
- [Showing Pride in Work](#)
- [Gaining Coworkers' Trust](#)
- [Persevering](#)
- [Handling Criticism](#)
- [Showing Professionalism](#)

“ Attitude is everything! You won't get anywhere without a great attitude. I know because I've watched the people who get promotions and raises. They're the ones the boss can always count on, who are friendly and cooperative, and who put the company before their personal interests during work hours. Their positive attitude influences everyone. ”

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Introductory screen of one lesson with employee quote, plus lesson titles for an entire topic and a video for the topic

**Job Ready™
CAREER SKILLS**

Work Habits Workplace Effectiveness Business Etiquette Communication Skills The Job Search Scores Doris [logout](#)

Personal Characteristics Lessons



▶ [Demonstrating a Good Attitude](#) (R)

[Gaining and Showing Respect](#) (R)

[Demonstrating Responsibility](#) (R)

[Showing Dependability](#) (R)

[Being Courteous](#) (R)

[Showing Pride in Work](#) (R)


[Gaining Coworkers' Trust](#) (R)

[Persevering](#) (R)

[Handling Criticism](#) (R)

[Showing Professionalism](#) (R)

Suggestions for Demonstrating a Good Attitude



1. Analyze yourself
2. Know how to show a good attitude
3. Avoid judging others negatively
4. Analyze how others see you
5. Look for "half-full" glasses
6. Show up and do your job
7. Keep your personal problems to yourself
8. Build your self-esteem
9. Eliminate objectionable behaviors
10. Start low and aim high

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Repeat of lesson titles, plus the ten points covered in one lesson

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Work Habits Workplace Effectiveness Business Etiquette Communication Skills The Job Search Scores Doris [logout](#)

Personal Characteristics Lessons



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[Showing Professionalism](#) (R)


1. Analyze yourself

Your attitude is formed from your personality and from events that occur in your life. Before you can decide whether anything needs changing about your attitude, you need to analyze your motives, thoughts, and actions.

It takes courage to examine yourself. If you are honest, you should be able to identify at least five of your character strengths and five areas that need improving.

Here are some starter questions to ask yourself:

- What is my best character trait?
- What is my weakest character trait?
- What attitude changes would make me feel better about myself?



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First point from above lesson

Work Habits
Workplace Effectiveness
Business Etiquette
Communication Skills
The Job Search
Scores

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Personal Characteristics Lessons

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[Persevering](#) (R)

[Handling Criticism](#) (R)

[Showing Professionalism](#) (R)

2. Know how to show a good attitude

You may think you have a good attitude, but others may disagree. Because most people are "nice," they may not tell you what they really think of your attitude.

Use the checklist below to determine whether you exhibit a good attitude:

- Say "good morning" to coworkers when you arrive at work and be pleasant the rest of the day, even if you don't feel like it.
- Be positive. Talk about what's right more than about what's wrong.
- Keep your mind on your job while working. Don't try to do personal activities that steal time from the company.
- Pitch in to help when needed, without being asked.

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Second point from the above lesson. Remaining points for this lesson and all other lessons follow the same format.

Work Habits
Workplace Effectiveness
Business Etiquette
Communication Skills
The Job Search
Scores

Doris [Logout](#)

Personal Characteristics Lessons

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[Showing Professionalism](#) (R)

Assessment

1. To understand yourself, you should talk about yourself a lot.
 True False
2. The main thing employers want is employees who show up on time and do their job.
 True False
3. You should be careful not to judge people.
 True False
4. Telling people at work about your personal problems is good because they need to know what's going on in your life that affects your work.
 True False
5. An optimist sees a "half-full" glass.
 True False

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First five of ten assessment questions provided in above lesson



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Activity

Think of a person you know who has an excellent attitude and a person you know who has a poor attitude.



What about them helped form your opinion? (Don't use any real names in this assignment.)

Characteristics of a person I know who has a good attitude:

Characteristics of a person I know who has a bad attitude:

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The activity provided with the above lesson

Now preview The Teacher's Desktop that gives you a student roster with scoring.



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Student Version | Classes | Lessons | Tests | Scores & Reports | Instructor Materials | Doris [logout](#)

The Teacher's Desktop

Daily Progress Report for Class: CSP 1

The Daily Progress Report gives you an indication of how students are performing in the class as of today.

The chart below shows you the number of Required lessons each student has completed within each Category. The percentage score is based **only** on the completed lessons.

This report is not recommended for use as part of your final assessment of students. Instead, review the Final Grade Report for the class.

Interactive Chart: Click on the Category Headings to view the Progress Report for the Topics within the Category. Click on a Student Name to display the progress for that student on both Required and Optional Lessons.

Student	Work Habits		Workplace Effectiveness		Business Etiquette		Communication Skills		The Job Search	
	Progress	Score	Progress	Score	Progress	Score	Progress	Score	Progress	Score
Akers, Lance	0 out of 30		0 out of 40		0 out of 50		0 out of 50		0 out of 40	
Brodfehrer, Ryan	27 out of 30	89.6%	40 out of 40	90.0%	0 out of 50		0 out of 50		0 out of 40	
Davens, Molly	30 out of 30	86.0%	40 out of 40	81.8%	10 out of 50	88.0%	37 out of 50	91.6%	0 out of 40	
Manning, Mara	0 out of 30		0 out of 40		0 out of 50		0 out of 50		0 out of 40	
Maria, Sanchez	0 out of 30		0 out of 40		5 out of 50	66.0%	0 out of 50		0 out of 40	
Ramos, Juan	30 out of 30	94.7%	40 out of 40	89.8%	0 out of 50		50 out of 50	87.6%	8 out of 40	88.8%
Smallwood, Suzy	0 out of 30		0 out of 40		0 out of 50		0 out of 50		0 out of 40	

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A roster showing progress of all students in one class



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The Teacher's Desktop


Class: CSP 1
Student: Sanchez Maria

← Back to the student scores for the class.

Category	Required Lessons		Optional Lessons		All Lessons
	Completed	Score	Completed	Score	
Work Habits	0 out of 30	Not complete			
Workplace Effectiveness	0 out of 40	Not complete			
Business Etiquette	5 out of 50	Not complete			
Communication Skills	0 out of 50	Not complete			
The Job Search	0 out of 40	Not complete			

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Screen of one student's progress toward completion of all categories



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Class: CSP 1
Student: Sanchez Maria
Category: Business Etiquette
Topic: On-the-Job Etiquette

← Back to the topics.

Lesson	Required Questions		Optional Questions	
	Correct	Score	Correct	Score
Using Professional Manners	9 out of 10	90.0%		
Introducing People	7 out of 10	70.0%		
Language and Behavior		Not complete		
Business Casual Dress	5 out of 10	50.0%		
Business Meal Functions		Not complete		
Behavior at Work Parties	5 out of 10	50.0%		
Behavior at Conventions		Not complete		
International Etiquette	7 out of 10	70.0%		
Cross-Cultural Etiquette		Not complete		
Working in a Cubicle		Not complete		

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Screen showing one student's progress toward completion of a lesson within a topic and category

A variety of other scoring records are available in the program.

View **Job Ready Career Skills** in these easy ways:

[Click here](#) for an online demonstration of the student program.

[Click here](#) to see additional description and pricing information.

For a more in-depth look at **Job Ready Career Skills**, you may request a username and password for a one-week trial. [Click here](#) for the trial.



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**workplace ethics, work readiness, integration of academics and careers
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