

# LEARNING

without Limits

Inclusive solutions that support a diverse set of learners.



# Our Mission

Paradigm is committed to equipping life-long learners and those who educate them with the skills and solutions needed to succeed at work and in life. We provide instructional content, technology, and support that remove barriers, match industry demands, and offer customization to meet your unique needs.

## Legend

Use these guides as you browse products to help you find your best solutions.



**Career Exploration**

**Job Search**

**Career Success**

**Life Skills**

**Digital Format Available**

## Request a Sample

For more information or to request a sample, connect with your Paradigm strategist.



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# Inventories

## High-level assessments to quickly address direction and goals.



### Ability Explorer

Print ISBN: 9781593578831

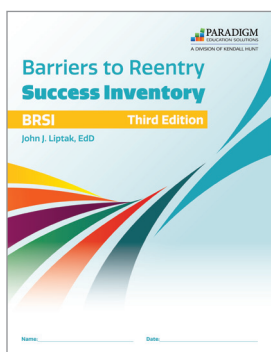
**The Ability Explorer (AE)** ranks a person's strengths in the 12 abilities important in today's workplace. In less than 30 minutes, individuals learn their strongest abilities, plus related careers for developing and using these abilities. Written at an 8th-grade reading level, this 120-statement assessment raises self-awareness, provides practical insights and information, and creates a foundation for informed career and educational planning.



### Barriers to Employment Success

Print ISBN: 9781633323209      Digital ISBN: 9781633323223

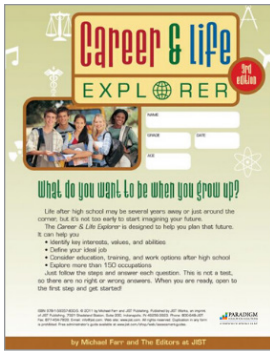
**Barriers to Employment Success Inventory (BESI)** gives individuals a quick and easy way to identify the hurdles and obstacles that stand in the way of job success. Though it takes only 20 to 30 minutes to complete, this powerful inventory not only helps people conduct a more effective job search, it helps them be more successful on the job as well.



### Barriers to Reentry Success

Print ISBN: 9781792486166

**Barriers to Reentry Success Inventory (BRSI)**, helps returning citizens identify their concerns and potential barriers and develop proactive plans for overcoming them when re-entering their communities. As a revision of the previous edition, titled the *Offender Reintegration Scale*, this tool is self-scored, self-interpreted, and measures returning citizens' concerns within the following scale: basic needs, wellness, family, digital literacy, career development, and job search.



## Career & Life Explorer

Print ISBN: 9781593578305

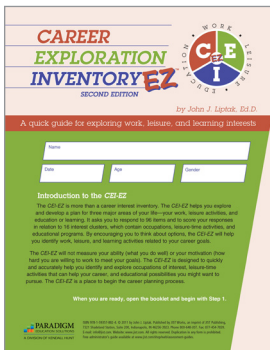
The **Career & Life Explorer** gets students thinking about their futures and careers while encouraging them to stay in school, explore their options, and dream big. With bright colors, appealing graphics, and easy-to-follow instructions, this inventory guides students as they look at their career clues (their interests, talents, values, hobbies, and more); review more than 250 job titles arranged in six interest groupings; plan their high school courses and activities; and consider education, training, and work options after high school.



## Career Exploration

Print Inventory: 9781593579807

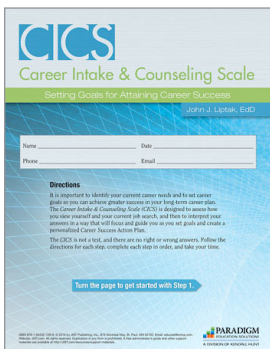
Using the **Career Exploration Inventory**, individuals can explore and plan three major areas of their life—work, leisure activities, and learning. Individuals will reflect on 128 activities and consider their past, present, and future interest in them. Scores connect to 16 career interest areas with related jobs, education and training options, and leisure activities listed for each interest area. Additional information helps individuals focus on their top interest areas as they ponder their future plans.



## Career Exploration EZ

Print ISBN: 9781593578824      Digital ISBN: 9781633320338

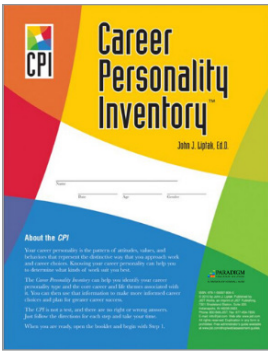
The **Career Exploration Inventory EZ (CEI-EZ)** is the perfect interest inventory if you have limited administration time or work with individuals who need an easy-to-read format. Like the best-selling **Career Exploration Inventory (CEI)**, the **CEI-EZ** guides students and job seekers in exploring and planning three major areas of life: work, leisure activities, and learning. But the **CEI-EZ** has fewer items and five steps, making the benefits of the **CEI** accessible to everyone.



## Career Intake & Counseling Scale

Print ISBN: 9781633321304      Digital ISBN: 9781633321328

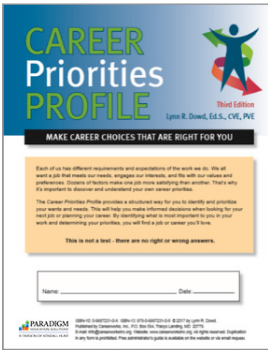
The **Career Intake & Counseling Scale (CICS)** helps identify an individual's most significant career development needs and develop treatment plans to address them. Users are asked to consider 50 statements that relate to major deficiencies that prevent employment success. They then rate how well the statement describes their level of concern ranging from "A Major Concern" to "Not a Concern." These responses are scored and recorded in a Career Intake Profile table that identifies top career-related concerns and barriers.



## Career Personality

Print Inventory: 9781593578060

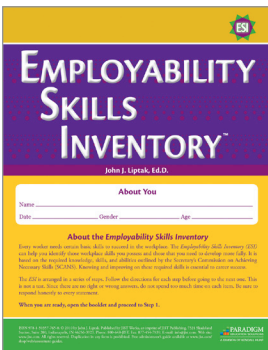
**The Career Personality Inventory (CPI)** uses a simple and innovative testing method requiring test takers to simply circle words that describe them and then total the number of descriptors circled. The CPI then helps users consider how their personalities relate to their careers by focusing on their top two traits. Users can match their personality types to careers and work preferences and then use the career planning guide and worksheet to set goals and start their career research.



## Career Priorities Profile

Print Inventory: 9781633322431

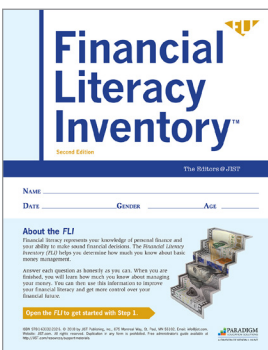
The **Career Priorities Profile (CPP)** is designed for all career decision makers but is particularly helpful for people who change jobs or careers due to a disability or a change in life circumstances. The CPP leads individuals to identify whether their chosen careers are compatible with their personal and work priorities. The inventory contains steps in which individuals gather information about their preferences in regard to work, prioritize them, relate those priorities to their careers of interest, analyze the information, and set goals.



## Employability Skills

Print ISBN: 9781593577650      Digital ISBN: 9781633322424

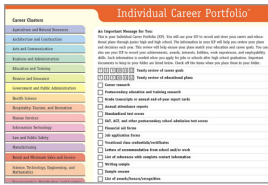
The **Employability Skills Inventory (ESI)** helps individuals identify the workplace skills they possess and those that they need to develop further. This assessment is based on the required knowledge, skills, and abilities outlined by the Secretary's Commission on Achieving Necessary Skills (SCANS) from the US Department of Labor. The ESI feeds into the following scales: basic skills, thinking skills, personal qualities, resource management, information skills, interpersonal skills, systems management, and technology use.



## Financial Literacy

Print ISBN: 9781633322332      Digital ISBN: 9781633322271

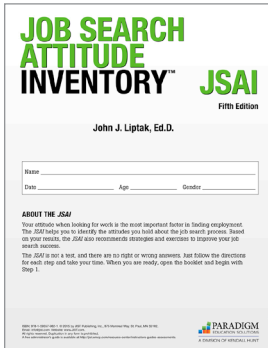
The **Financial Literacy Inventory (FLI)** helps individuals determine how much they know about effectively managing their money, giving them both individualized scores on each of the scales as well as an overall assessment of their financial literacy. This 60-item assessment feeds into five scales: income and careers, banking and budgeting, credit and debt, saving and investing, and rights and risks. Finally, the inventory provides a personal finance checklist and goal-setting worksheet for individuals to better plan their financial futures.



## Individual Career Portfolio

Print ISBN: 9781593577742

The **Individual Career Portfolio** helps junior high and high school students track their progress in academic performance and career planning. This attractive, full-color, six-panel file folder covers the 16 career clusters identified by the U.S. Department of Education. It stores important documents and records essential details such as career interests, inventory results, employability skills, extracurricular activities, honors and awards, post-secondary plans and research, job search materials, and more.



## Job Search Attitude

Print ISBN: 9781593579821 Digital ISBN: 9781633320376

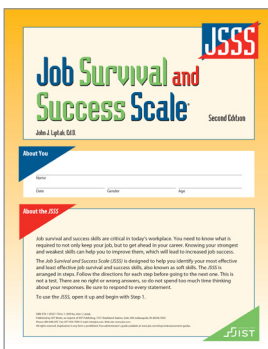
The **Job Search Attitude Inventory (JSAI)** helps individuals identify their attitudes about looking for a job and then offers suggestions for becoming more active and self-directed in the job search. The *JSAI* asks job seekers whether they agree or disagree with 40 statements about the job search process. Users then profile their scores in five categories: luck vs. planning, uninvolved vs. involved, help from others vs. self-help, passive vs. active, and optimistic vs. pessimistic.



## Job Search Knowledge Scale

Print ISBN: 9781593579814 Digital ISBN: 9781633320383

The **Job Search Knowledge Scale (JSKS)** helps determine how much an individual knows about looking for work. Test takers respond to 60 true/false statements to discover the job search skills they need to develop to find work faster. The *JSKS* assesses an individual's knowledge in five areas: identifying job leads, applying directly to employers, writing resumes and cover letters, interviewing, and following up.



## Job Survival and Success Scale

Print ISBN: 9781593577346

The **Job Survival and Success Scale (JSSS)** identifies a person's most effective and least effective job survival and success skills, also known as soft skills. The *JSSS* contains 60 statements about surviving and succeeding on a job. Each of the statements has been grouped into scales that are representative of a program that teaches job survival and success skills. The scales on the *JSSS* are: dependability, responsibility, human relations, ethical behavior, and getting ahead.

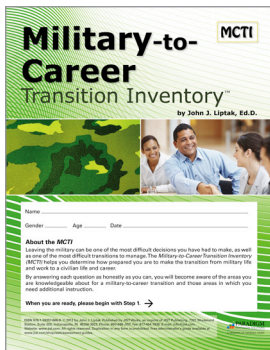


## Life Skills

Print ISBN: 9781633321182

Digital ISBN: 9781633321205

Life skills are the skills individuals rely on to manage their personal relationships and career development. The **Life Skills Inventory** helps users identify life skills they may need to develop to become healthier and more productive and provides a wealth of suggestions for improving these skills. The assessment addresses: communication, stress management, anger management, money management, time management, and career development.



## Military-to-Career Transition

Print ISBN: 9781593578688

Digital ISBN: 9781633322196

The **Military-to-Career Transition Inventory (MCTI)** is designed to help recent veterans make a successful career transition, which is often difficult as transitioning military struggle to overcome personal, psychological, and other barriers to their successful reintegration into civilian society. This 60-item inventory features six scales that cover: transition management, veterans benefits, career transition skills, job search basics, resumes and cover letters, and interviewing and negotiating.

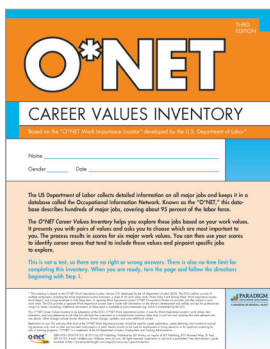


## O\*NET Career Interests

Print ISBN: 9781593579128

Digital ISBN: 9781633322141

Based on the O\*NET Interest Profiler developed by the U.S. Department of Labor, the **O\*NET Career Interests Inventory** helps individuals match their interests to O\*NET job titles. In just 30 minutes, test takers respond to 180 work activity statements, uncover their top RIASEC interest areas, and review an extensive list of related O\*NET occupations categorized by required preparation (the U.S. Department of Labor's five "job zones").



## O\*NET Career Values

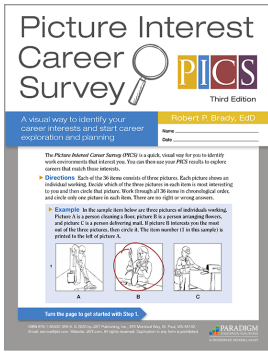
Print ISBN: 9781593579135

Digital ISBN: 9781633322134

Based on the O\*NET Work Importance Locator developed by the U.S. Department of Labor, the **O\*NET Career Values Inventory** helps individuals match their work values to O\*NET job titles. Consisting of just 36 items and taking less than 20 minutes to complete, the inventory scores into six work values identified most important by the U.S. Department of Labor. After individuals have identified their most important work values, the inventory helps them connect their results to careers organized by both values and preparation required. In-depth suggestions for further research and a job information worksheet help individuals explore those careers.







## Picture Interest Career Survey

Print ISBN: 9781633323575      Digital ISBN: 9781633320499



The **Picture Interest Career Survey (PICS)** provides a quick way for people to identify occupational interests by using pictures of people at work rather than text-based descriptions. Individuals are presented with 36 question items consisting of three pictures each and then must choose which of the three portrayed work environments seems most interesting. Based on the pictures selected, the inventory creates a profile of the individual that leads directly to career information and potential job matches.

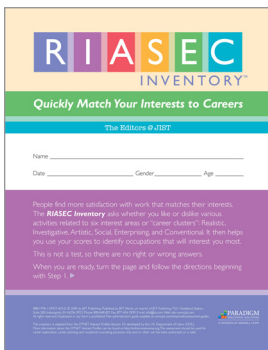


## Re-Employment Success

Print ISBN: 9781633320604      Digital ISBN: 9781633320611



Dealing with a job loss is difficult, and each individual's reaction to unemployment is unique. With the **Re-Employment Success Inventory**, individuals can identify how they are effectively coping with unemployment and how they are not. They will also develop skills and strategies for quickly re-entering the workforce.



## RIASEC

Print ISBN: 9781593576530      Digital ISBN: 9781633320369



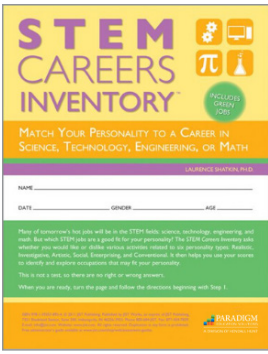
The **RIASEC Inventory** gives individuals a fast and informative way to explore occupations based on their interests. Using the RIASEC system developed by John Holland, this inventory allows users to identify their job interests by responding to 72 work activity statements. Users then are guided through the process of matching those interests to potential careers and are given suggestions for further research.



## Soft Skills

Print ISBN: 9781792431937

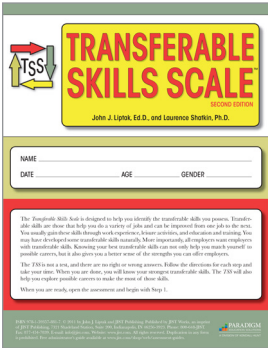
The **Soft Skills Inventory** guides individuals in assessing their soft skills and provides them with strategies to enhance their workplace professionalism. Individuals taking this assessment will respond to 48 statements to evaluate their levels of soft skills. The results will indicate whether their scores are low, average, or high in each of the soft skills categories and have them review activities designed to help them develop or improve effective soft skills.



## STEM Careers

Print ISBN: 9781593578954

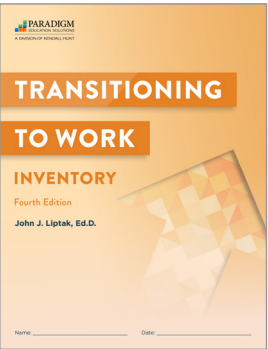
In just five steps, the easy-to-use **STEM Careers Inventory** helps students and young people discover their personality types and match them to STEM and green careers. Users respond to 72 brief items, total their scores, and identify their Holland RIASEC personality types. They then identify appealing jobs that align with their top personality types.



## Transferable Skills Scale

Print ISBN: 9781593578817      Digital ISBN: 9781633320345

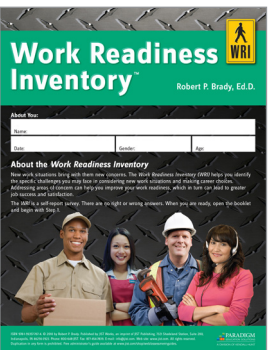
The **Transferable Skills Scale (TSS)** is a brief inventory designed to identify an individual's strongest transferable skills. Based on the data, people, things, and ideas model used extensively by career counselors and the U.S. Department of Labor, the *TSS* asks individuals to rate their skill levels on 96 tasks. The resulting score helps define their skill levels in eight skill categories: analytical, numerical, interpersonal, organizational, physical, informational, communicative, and creative.



## Transitioning to Work

Print ISBN: 9798385126989      Digital ISBN: 9781633322165

With the **Transitioning to Work Inventory**, individuals with little or no work experience can identify their job options and make their career transitions more effective and rewarding. Individuals will review a list of 96 non-work activities and rate how much they like each one. Simple self-scoring allows them to connect their answers to the 16 career clusters, which then lead to a list of related jobs, self-employment options, and paths for education and training.

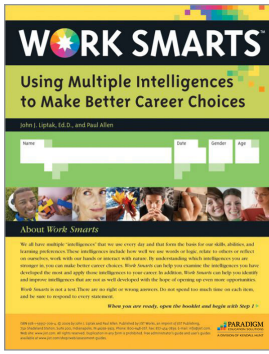


## Work Readiness

Print ISBN: 9781593577674      Digital ISBN: 9781633322189

Identifying areas of concern is often the first step in helping an individual become work ready. The **Work Readiness Inventory (WRI)** helps individuals recognize and address the demands of the workplace by identifying their readiness concerns or areas of weakness. This 36-item self-report identifies levels of concern in six areas crucial to work readiness: responsibility, flexibility, skills, communication, self-view, and health and safety.





## Work Smarts

Print Inventory: 9781593577094

**Work Smarts** can be completed in 15 minutes and is ideal for use as an occupational exploration and career development tool in high schools and colleges. It can also have value in workforce programs looking for a holistic way to assess an individual’s occupational interests as well as their potential strengths as an employee. Individuals will explore their strengths and preferences by analyzing and reflecting on their “intelligences.”



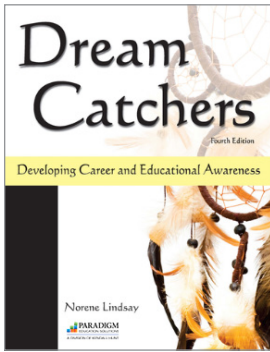
## Workplace Excellence

Print ISBN: 9781633322783      Digital ISBN: 9781633322813

The **Workplace Excellence Inventory (WEI)** helps individuals identify the basic skills and strategies needed to successfully transition to the workplace and demonstrate excellence in their job performance. To evaluate their current competencies for workplace excellence, individuals will respond to 48 statements that are grouped into six essential skill areas. After scoring their responses, individuals will identify the competency areas in which they are likely to face the most barriers to becoming an excellent employee.

# Workbooks

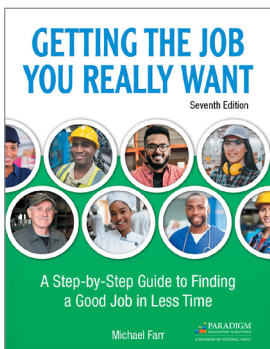
Comprehensive content with suggested activities to take learning beyond the book.



## Dream Catchers

Print workbook: 9781593576189

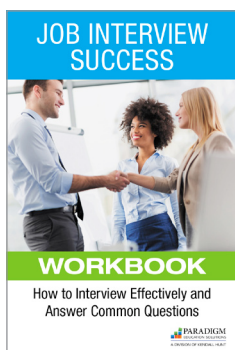
**Dream Catchers** helps middle-grade students with career awareness and development through numerous hands-on activities. It gives them the opportunity to plan their futures, showing them how to “catch their future dreams” and make them come true. In meeting the National Career Development Guidelines, this workbook: introduces students to career concepts, teaches students what skills are and how they can identify them, develops awareness of how school is related to the world of work, and helps improve academic ability and achievement.



## Getting the Job You Really Want

Print ISBN: 9781633323612

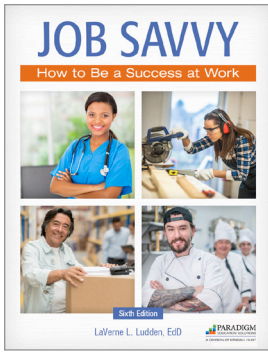
**Getting the Job You Really Want** provides the core job search guidance that thousands of schools, colleges, and workforce development programs have used successfully for many years—plus new and enhanced content! Instruction, worksheets, checklists, and step-by-step activities help individuals: set long-term life and career goals, identify skills and qualifications, find and research career pathways and occupations, define ideal jobs, and more.



## Job Interview Success

Print workbook: 9781633322462

**Job Interview Success** includes dozens of exercises to prepare job seekers for upcoming interviews as well as salary/job offer negotiations. Job seekers will learn about everything from researching a company’s mission statement to negotiating their salary or wage. This information-packed guide breaks the job interview into stages to help job seekers understand and prepare for what is expected of them throughout the interview process.

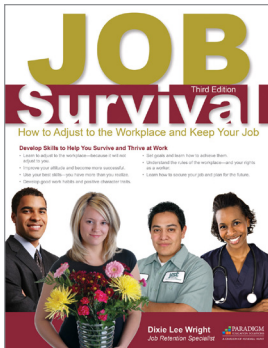


## Job Savvy: How to Be a Success at Work

Print ISBN: 9781633323117



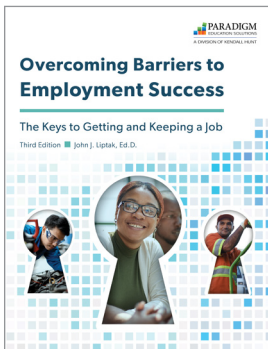
Based on research into what employers need and value in employees, **Job Savvy** helps individuals develop job survival skills, increase productivity, and improve job satisfaction and success. The workbook's numerous activities help individuals understand how to be ready for the workplace and improve their basic job skills. The narrative is easy to read; informative; and features several examples, checklists, worksheets, and summaries.



## Job Survival

Print ISBN: 9781593576745

People with different job needs do not lose their jobs because they cannot do them; they lose their jobs because they cannot adjust to the working environment, and they don't survive on the job long enough to prove their worth. **Job Survival** is for those with different job needs. It teaches individuals how to adjust to their workplaces and retain their jobs. It covers the basic job retention topics, including attitude, skills, goals, problem solving, stress, following rules, and having good habits and manners.

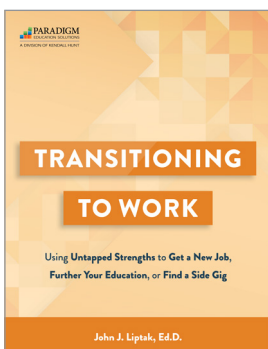


## Overcoming Barriers to Employment Success

Print ISBN: 9798765744192



The third edition of **Overcoming Barriers to Employment Success** provides worksheets, checklists, tips, and journaling exercises to help job seekers identify and break down their barriers to finding and keeping a rewarding job. Using the workbook, individuals will: learn to overcome personal, physical, financial, and emotional barriers to getting a job, discover more effective ways to find work, explore education and training options, and make better career decisions and develop an action plan.



## Transitioning to Work: Using Untapped Strengths to Get a New Job, Further Your Education, or Find a Side Gig

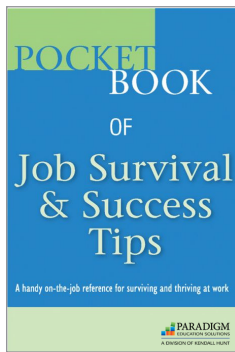
Print ISBN: 9798765781739



The **Transitioning to Work** workbook includes the *Transitioning to Work Inventory* assessments and provides a framework a framework for learners to understand their current transition point and how to move forward to work. Using the Hope-Based Resilience model, hands-on activities, and detailed assessments, learners will explore career possibilities and build a plan for success.

# Booklets

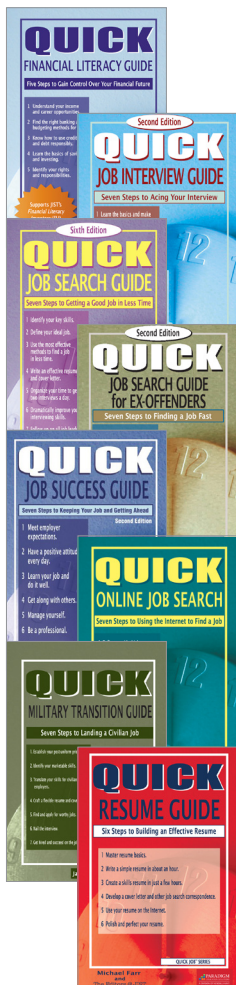
A short, pocket-sized resource offering comprehensive content and engaging activities.



## Pocket Book of Job Survival & Success Tips

Print ISBN: 9781593575243

**Pocket Book of Job Survival & Success Tips** makes the perfect handout for individuals who need extra guidance for fitting in on the first day, preparing for their first review, and ensuring their continued on-the-job success. With the help of short forms, checklists, and tips, this booklet covers basic retention topics on everything from the first-day jitters and dressing for success to building relationships with co-workers and supervisors and communicating effectively.

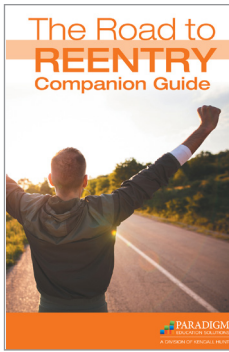


## QUICK Guide Series

Through practical advice, real-world examples, and helpful worksheets the **QUICK Guide Series** teaches individuals an array of life skills.

Booklets in this series:

- *QUICK Financial Literacy Guide* (Print ISBN: 9781633322523)
- *QUICK Job Interview Guide* (Print ISBN: 9781593579838)
- *QUICK Job Search Guide* (Print ISBN: 9781593579852)
- *QUICK Job Search Guide for Ex-Offenders* (Print ISBN: 9781593579845)
- *QUICK Job Success Guide* (Print ISBN: 9781593579241)
- *QUICK Online Job Search* (Print ISBN: 9781593578558)
- *QUICK Military Transition Guide* (Print ISBN: 9781593579234)
- *QUICK Resume Guide* (Print ISBN: 9781593577902)



## Road to Reentry Companion Guide

Print ISBN: 9781633323889



The **Road to Reentry Companion Guide** provides information, resources, worksheets, and activities to help individuals make a successful transition from incarceration to their community and employment. It helps individuals develop a plan for the future and build skills for using a range of tools and techniques to decrease their risk of reincarceration. This booklet has five sections that correspond to each video program in the *Road to Reentry Video Series*.



## Soft Skills Solutions Series

Complete Series Print ISBN: 9781792444005



**Soft Skills Solutions Series** is an updated and enhanced series of booklets that provide guidance, self-assessments, and practice opportunities to help job seekers and individuals develop essential skills. Educators, workforce practitioners, and counselors have flexibility to use the complete series to provide comprehensive coverage or individual books to focus on specific soft skills.

Booklets in this series:

- *Demonstrate Your Value through Collaboration! Teamwork & Motivation* (Print ISBN: 9781792443756)
- *How You Act & Dress Matters! Professional Etiquette & Image* (Print ISBN: 9781792443657)
- *Lead with Integrity! Leadership & Ethics* (Print ISBN: 9781792443831)
- *Make Yourself Heard! Professional Communication Skills* (Print ISBN: 9781792443619)
- *Navigate Workplace Challenges! Emotional Intelligence & Critical Thinking* (Print ISBN: 9781792443886)
- *Play Nice and Stay Employed! Workplace Relationships & Conflict Negotiations* (Print ISBN: 9781792443794)
- *Set the Tone! Equity, Diversity & Inclusion* (Print ISBN: 9781792443985)
- *Step Up Your Game! Innovation & Creative Problem Solving* (Print ISBN: 9781792443930)
- *Stepping Stones to Success! Goals & Attitude* (Print ISBN: 9781792443534)
- *Wake Up and Work! Keys to Self-Management* (Print ISBN: 9781792443718)

# Videos

A visual alternative or supplement to our workbooks, booklets, and inventories



## Breaking Barriers: A Modern Guide for Job Seekers with Disabilities Video Series

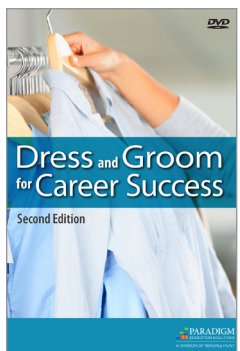


Connect with your Paradigm strategist for more information.

***Breaking Barriers: A Modern Guide for Job Seekers with Disabilities*** is a four-part video series that addresses the unique challenges individuals with disabilities face when searching for a job. Hear personal work experiences from people with disabilities, as well as from employers and program administrators who provide professional training and guidance during the job search process.

Videos in this series:

- *Finding A Job Is A Job*
- *Interview Tips That Deliver Results*
- *Making a Successful Transition to Work*
- *Resources For Success On The Job*



## Dress and Groom for Career Success

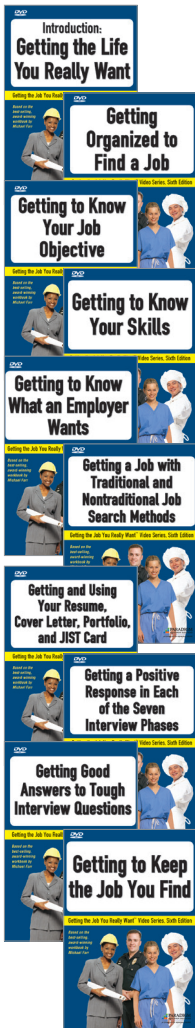
Physical ISBN: 9781633321403



***Dress and Groom for Career Success*** provides a wealth of examples that demonstrate practical dos and don'ts for dressing and grooming. Interviews with real-world hiring experts will put individuals into the minds of employers, so they are better prepared to meet employers' expectations. With the help of this video, viewers will better understand how to present themselves professionally for interview and career success.







## Getting the Job You Really Want Series

Complete Series Physical ISBN: 9781593578299



**Getting the Job You Really Want Video Series** is a ten-part program that takes job seekers step-by-step through every phase of the job search—plus keeping the job. The series teaches how to identify what you want in a job, find the job in less time, interview effectively, negotiate pay and benefits, keep that job, and move up.



Videos in this series:

- *Introduction: Getting the Life You Really Want*  
(Physical ISBN: 9781593578190)
- *Getting Organized to Find a Job*  
(Physical ISBN: 9781593578237)
- *Getting to Know Your Job Objective*  
(Physical ISBN: 9781593578220)
- *Getting to Know Your Skills*  
(Physical ISBN: 9781593578213)
- *Getting to Know What an Employer Wants*  
(Physical ISBN: 9781593578206)
- *Getting a Job with Traditional & Nontraditional Job Search Methods*  
(Physical ISBN: 9781593578244)
- *Getting and Using Your Resume, Cover Letter, Portfolio, & JIST Card*  
(Physical ISBN: 9781593578251)
- *Getting a Positive Response in Each of the Seven Interview Phases*  
(Physical ISBN: 9781593578268)
- *Getting Good Answers to Tough Interview Questions*  
(Physical ISBN: 9781593578275)
- *Getting to Keep the Job You Find*  
(Physical ISBN: 9781593578282)



## Good First Impressions: Proven Tips and Techniques for Successful Job Interviews



Physical ISBN: 9781593578947

**Good First Impressions: Proven Tips and Techniques for Successful Job Interviews** teaches viewers about the importance of appearance, confidence, maturity, emotional stability, and enthusiasm, and reveals how to improve upon these areas before an interview. The video also covers interview taboos, such as being late, answering cell phones, and revealing tattoos. Group interviews, bad interviewers, and phone interviews are also covered.



## Job Interview Success Series

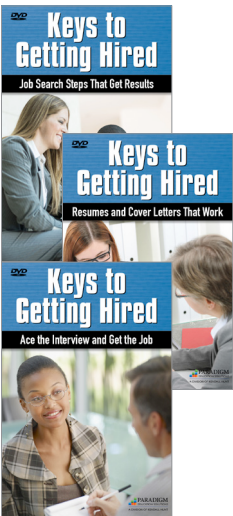
Complete Series Physical ISBN: 9781792428197



Help job seekers tackle the interview process from start to finish with these engaging videos, filled with expert advice and real-life scenarios. **Job Interview Success Video Series** will help viewers see how every step of the interview process is an opportunity for them to showcase their skills and personality and to stand apart from the competition.

Videos in this series:

- *Step-by-Step Interview Success*  
(Physical ISBN: 9781633322394)
- *Winning Answers to Common Interview Questions*  
(Physical ISBN: 9781633322363)



## Keys to Getting Hired Series

Complete Series Physical ISBN: 9781633320536



Job seekers who are proactive in the job search land better jobs in less time. With the help of the **Keys to Getting Hired Video Series**, viewers can too! Career coaches and former job seekers will teach individuals the most effective ways to uncover job leads, connect with employers, and demonstrate why they should be hired.

Videos in this series:

- *Job Search Steps that Get Results*  
(Physical ISBN: 9781633320505)
- *Resumes and Cover Letters that Work*  
(Physical ISBN: 9781633320512)
- *Ace the Interview and Get the Job*  
(Physical ISBN: 9781633320529)



## Keys to Getting Hired for Job Seekers Over 50 Video Series

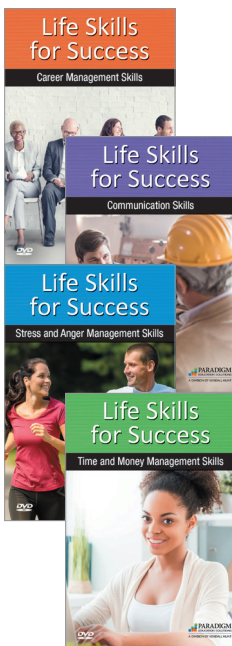


Complete Series Physical ISBN: 9781633320550

Job seekers over 50 face unique challenges in the job search. With the help of this video series, individuals can quickly conquer those challenges to land a great job in less time. Career coaches and former job seekers will teach Viewers the most effective ways to overcome biases against older job seekers, uncover leads, connect with employers, and demonstrate why they should be hired.

Videos in this series:

- *Job Search Steps that Get Results*  
(Physical ISBN: 9781633320543)
- *Resumes and Cover Letters that Work*  
(Physical ISBN: 9781633320567)
- *Ace the Interview and Get the Job*  
(Physical ISBN: 9781633320574)



## Life Skills for Success Series

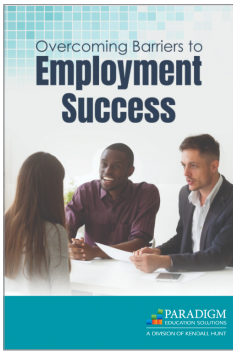


Complete Series Physical ISBN: 9781633322981

**Life Skills for Success Video Series** is a four-part video series that helps individuals identify essential life skills for their professional and personal success and implement techniques to improve those skills. Each program features an engaging mix of narration, scripted vignettes, and candid insight from real-world hiring professionals.

Videos in this series:

- *Career Management Skills*  
(Physical ISBN: 9781633322950)
- *Communication Skills*  
(Physical ISBN: 9781633322820)
- *Stress and Anger Management Skills*  
(Physical ISBN: 9781633322875)
- *Time and Money Management Skills*  
(Physical ISBN: 9781633322912)

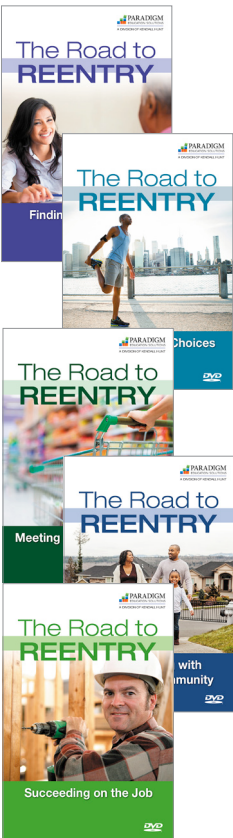


## Overcoming Barriers to Employment Success

Physical ISBN: 9781792449215    Digital ISBN: 9798385104482



**Overcoming Barriers to Employment Success** helps viewers develop the attitude, resources, and know-how to meet their needs, analyze their options, and take action. As a result, individuals will be better prepared to overcome barriers and achieve long-lasting success and satisfaction in the world of work. This video takes viewers through the following barriers to employment success: personal and financial barriers (including reentry), emotional and physical barriers, career decision-making and planning barriers, job search knowledge barriers, and education and training barriers.



## Road to Reentry Video Series

Complete Series Physical ISBN: 9781633321496

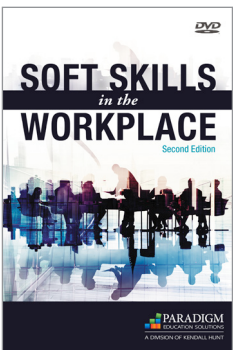


The **Road to Reentry Video Series** guides individuals through the essential steps they'll need to take to overcome challenges and pursue long-term success and fulfillment after their incarceration. This program takes a positive, encouraging approach to motivate individuals to become self-sufficient and make decisions that will lead to a successful reentry.



Videos in this series:

- *Finding Employment*  
(Physical ISBN: 9781633321472)
- *Making Healthy Choices*  
(Physical ISBN: 9781633321465)
- *Meeting Basic Needs*  
(Physical ISBN: 9781633321458)
- *Reconnecting with Family and Community*  
(Physical ISBN: 9781633321441)
- *Succeeding on the Job*  
(Physical ISBN: 9781633321489)

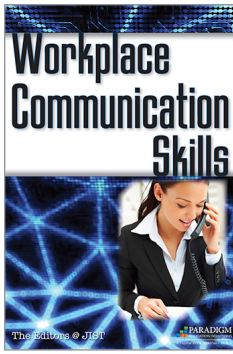


## Soft Skills in the Workplace

Physical ISBN: 9781633320819



Soft skills are the personality traits and interpersonal skills that allow us to adapt to changing circumstances, manage time and resources, and work well with others. **Soft Skills in the Workplace** discusses the importance of soft skills in the workplace through engaging vignettes and interviews with hiring managers. Viewers will discover how to use and improve their soft skills to be more productive on the job and successful in their career.

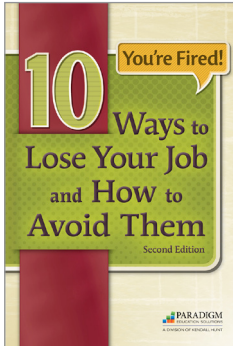


## Workplace Communication Skills

Physical ISBN: 9781593578930



**Workplace Communication Skills** teaches viewers about the importance of communication in the workplace and how to improve their skills. Viewers get guidance for developing their verbal, listening, nonverbal, and written skills. The program depicts scenarios of good and poor communication skills in action and includes expert interviews on workplace communication.



## You're Fired! Ten Ways to Lose Your Job and How to Avoid Them

Physical ISBN: 9781633320482



Often, workers lose their jobs because of their own actions—because they didn't meet their employers' expectations. **You're Fired! Ten Ways to Lose Your Job and How to Avoid Them** reveals the ten most common reasons people are fired and uses vignettes to help viewers understand which attitudes and behaviors to avoid in the workplace.

# Product Comparison Chart

## Inventories

Title	Career Exploration	Job Search	Career Success	Life Skills	Digital Format
Ability Explorer	■				
Barriers to Employment Success		■	■		■
Barriers to Reentry Success		■			
Career & Life Explorer	■				
Career Exploration	■				
Career Exploration EZ	■				■
Career Intake & Counseling Scale	■	■			■
Career Personality	■				
Career Priorities Profile	■				
Employability Skills		■	■		■
Financial Literacy				■	■
Individual Career Portfolio	■				
Job Search Attitude		■			■
Job Search Knowledge Scale		■			■
Job Survival and Success Scale			■		
Life Skills				■	■
Military-to-Career Transition	■	■			■
O*NET Career Interests	■				■
O*NET Career Values	■				■
Picture Interest Career Survey	■				■
Re-Employment Success		■			■
RIASEC	■				■
Soft Skills			■		
STEM Careers	■				
Transferable Skills Scale	■	■			■
Transitioning to Work	■	■			■
Work Readiness			■		■
Work Smarts	■				
Workplace Excellence			■		■

## Workbooks

Title	Career Exploration	Job Search	Career Success	Life Skills	Digital Format
Dream Catchers	■				
Getting the Job You Really Want	■	■	■		■
Job Interview Success		■			
Job Savvy: How to Be a Success at Work			■		■
Job Survival			■		
Overcoming Barriers to Employment Success		■	■		■
Transitioning to Work: Using Untapped Strengths to Get a New Job, Further Your Education, or Find a Side Gig	■	■			■

## Booklets

Title	Career Exploration	Job Search	Career Success	Life Skills	Digital Format
Pocket Book of Job Survival & Success Tips		■			
QUICK Guide Series		■	■	■	
Road to Reentry Companion Guide		■	■	■	
Soft Skills Solutions Series			■	■	

## Videos

Title	Career Exploration	Job Search	Career Success	Life Skills	Digital Format
Breaking Barriers: A Modern Guide for Job Seekers with Disabilities		■			■
Dress and Groom for Career Success		■	■		■
Getting the Job You Really Want Video Series	■	■	■		■
Good First Impressions: Proven Tips and Techniques for Successful Job Interviews		■			■
Job Interview Success Video Series		■			■
Keys to Getting Hired Video Series		■			■
Keys to Getting Hired for Job Seekers Over 50 Video Series		■			■
Life Skills for Success Video Series				■	■
Overcoming Barriers to Employment Success		■	■		■
Road to Reentry Video Series		■	■	■	■
Soft Skills in the Workplace			■		■
Workplace Communication Skills Video		■	■		■
You're Fired Video			■		■

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