

References

References for Healthcare: Career Development Module

Bell, Arthur H. PhD. and Smith, Dayle M., Ph.D. ***Difficult People at Work: How to Cope, How to Win.***

CARS – Career and Academic Readiness System (2011). <http://iolr.iccb.org>

Farr, Michael. ***Quick Job Search: Seven Steps to Getting a Good Job in Less Time.*** 4th ed. JIST Publishing C., 2006.

i-Pathways – online learning curriculum designed to help those seeking their GED® credential prepare for the GED Tests (2011). <http://www.i-Pathways.org>

Jackson, Tom. ***Perfect Resume.*** Broadway Books, 2004.

Starting Out! Adult Education Edition: Charting a Successful Life Course. McGraw Hill Companies, Inc., 2011.

Starting Out! in the Workplace: Charting a Successful Life Course. McGraw Hill Companies, Inc., 2011.

Websites:

National Work Readiness Credential Skill Profile Overview:

[http://eff.cls.utk.edu/PDF/Preparing for Work Overview.pdf](http://eff.cls.utk.edu/PDF/Preparing_for_Work_Overview.pdf)

Career Exploration: <http://www.careerpath.com/>

Career Development Process:

<http://www.eileensharaga.com/process.htm>

<http://www.career.sunysb.edu/content/students/view-career-development-cycle:>

links to letters, resumes, interviewing, networking

Completing job applications:

<http://jobsearch.about.com/od/jobapplications/qt/employmentapp.htm>

http://www.ext.colostate.edu/pubs/consumer/job_app.pdf

sample online job application:

<http://spreadsheets.google.com/viewform?formkey=cjZsZUJVS1RXWkRHVGptdFhSMzdmS2c6MA>

Conflict Management:

This site offers hundreds of role plays, lessons, and information about all aspects of communication in the workplace.

<http://www.skillsconverged.com/FreeTrainingMaterials/tabid/258/articleType/CategoryView/categoryId/97/Conflict-Management.aspx>

<http://epc.ucsc.edu/UserFiles/File/Peer%20Mentor%20-%20Conflict%20Resolution.pdf>

<http://www.cnr.berkeley.edu/ucce50/ag-labor/7labor/13.htm>

Problem-Solving:

<http://www.unce.unr.edu/publications/files/cd/other/fs9726.pdf>

Listening:

This site offers general information in outline format.

<http://crs.uvm.edu/gopher/nerl/personal/comm/e.html>

Listening and Hearing

www.mesacc.edu/~vocewld/class/Syllabus/Listening2.ppt

Verbal communication model: **<http://www.vtaide.com/lifeskills/verbalC.htm>**

Nonverbal communication disability:

<http://online.wsj.com/article/SB10001424052970203863204574348493483201758.html>

Body language/nonverbal communication: informative; simply stated; age appropriate

http://helpguide.org/mental/eq6_nonverbal_communication.htm

http://findarticles.com/p/articles/mi_m4467/is_4_55/ai_73328864/

Employability Skills

http://www.coe.uga.edu/cgi-bin/cgiwrap/~rhill/new_owe/esa.pl

<http://cscfamily.cscbroward.org/surveys/BESassessment.asp>

<http://www.sst6.org/attachments/article/343/employability%20skills%20checklist.pdf>