

Vocational Adjustment Training Resources

Soft Skills for Work Success

Succeed at Work Training

Succeed at Work course. Texas Work Prep website. <http://texasworkprep.com/saw.htm>

Succeed at Work hardcopy of materials. Texas Workforce Commission website.

<http://www.lmci.state.tx.us/shared/SucceedatWork.asp>.

Communication

“What is Interpersonal Communication?” Skills You Need website. <http://www.skillsyouneed.com/ips/interpersonal-communication.html>

“Giving and Receiving Feedback. Skills You Need website. (date of access 12/18/2015).

<http://www.skillsyouneed.com/ips/feedback.html>

Schilling, Dianne. *10 Steps To Effective Listening*. Forbes. Nov. 9, 2012. Web. (date of access 12/18/2015).

<http://www.forbes.com/sites/womensmedia/2012/11/09/10-steps-to-effective-listening/>

Take a Listening Stance into the Interaction. (date of access 12/18/2015).

<https://www.ohrd.wisc.edu/onlinetraining/resolution/step4.htm>

Work Habits & Work Ethics

“20 good work habits to develop.” myStarjob website. (date of access 12/18/2015).

http://mystarjob.com/articles/story.aspx?file=/2011/10/1/mystarjob_atwork/9485113&sec=mystarjob_atwork.

Jenkins, Amelia. *5 Factors That Demonstrate a Strong Work Ethic*. Small Business Chron. (date of access 12/18/2015).

<http://smallbusiness.chron.com/5-factors-demonstrate-strong-work-ethic-15976.html>

Fisher, Roger, and William Ury. “*Getting to Yes*.” Retrieved from

http://www.fd.unl.pt/docentes_docs/ma/AGON_MA_25849.pdf

Ury, William. “*Getting Past No*” Retrieved from <http://www.williamury.com/books/getting-past-no/>

Disclosure

The 411 on Disability Disclosure; A Workbook for Youth with Disabilities. http://www.ncwd-youth.info/sites/default/files/411_Disability_Disclosure_complete.pdf

JIST Online site providing workbooks to cover employment-related topics. <http://jist.emcp.com/>

DARS Standards for Providers

Provider Forms webpage: <http://www.dars.state.tx.us/drs/providermanual/forms.htm>