

Resources

www.floridaworks.org *principal resource*, also desk copies of Mini Course and complete course

www.GCFlearnfree.com *principal resource*

Contemporary Breakthroughs in Critical Reading, Copyright 1996, Patricia Ann Benner Contemporary Books, Chicago *principal reading resource*

Contemporary's Number Power, Real World Math Skills/Consumer Math, Copyright 2004 McGraw/Hill, Chicago *principal math resource*

Workplace: Building Success/Problem Solving, copyright 1997 Steck-Vaughn Corporation, Wilmington

Workforce: Building Success/Personal Development, copyright 1997 Steck-Vaughn Corporation, Wilmington

On the Job Math: Practical Math in Content, copyright 2005 Saddleback Educational Publishing, Irvine

Essential Skills for the Wrokplace, Level Two, Building Workplace Competencies, Mains, Kristine M., Copyright 1993, Strumpf Associates, Contemporary Books, Chicago

At Work in the U.S.: Reading and Language for Job Success, Vacco, Ellen and Jabion, Paula: Copyright 2003, New Readers Press, Division of Pro Literacy Worldwide, Syracuse, New York.

Key Vocabulary for a Safe Workplace, Ringel, Harry: copyright 2000, New Readers Press, New York

Let's Work Safely! Mrowicki, Linda: Copyright 1984, Linmore Publishing Inc., Palatine

Workplace Companion A Student Work-Based Learning Notebook, Sargent, Carl, Copyright 2002, Pearson Education, Prentice Hall, Upper Saddle River, New Jersey

The Mindful Worker, Learning and Working into the 21st Century, Miles, Curtis, Copyright 1994, H&H Publishing, Clearwater, Florida.

Websites

CAREER PLANNING:

www.acinet.org/acinet/ career information

www.careerexplorer.net/ explore types of careers available

www.careergames.com workshops and games that can help you choose a career

www.ilworkinfo.com workforce information

www.illinois.worknet.com career exploration and job search tools

www.monster.com information on various careers, trainings, job openings, salaries and more

www.onetcenter.org Computerized Interest Profiler (CIP) – gives a profile of vocational interests and provides career awareness

www.self-directed-search.com SDS (Self-Directed Search) – a career inventory

www.khake.com career exploration

www.vri.org career aptitude and interest assessment, career planning and development

COLLEGE PLANNING:

www.act.org information on the ACT college entrance exam, as well as educational and career planning

www.collegeboard.com helps gain career awareness, includes a career questionnaire

GRAMMAR/LANGUAGE:

www.grammarbook.com

www.chompchomp.com

www.englishlearner.com

www.ccc.commnet.edu/grammar

<http://alisot.com/bigdog/index.htm>

MATH:

www.visualfractions.com

www.aplusmath.com

www.mathgoodies.com

www.math.com

www.purplemath.com

www.homeschoolmath.net

calculator instruction

GOVERNMENT:

www.state.il.us/Agency/idol

Illinois Department of Labor

www.illinoisworknet.com

Career exploration and job search tools

www.wokrforceinfo.state.il.us/

Occupational research tool

<http://www.ilworkinfo.com/>

Workforce information

www.irs.gov

Internal Revenue site, forms, information

ONLINE APPLICATION PRACTICE

<http://www.careerkokua.org/js/jsa/article.cfm?id=12>

MULTIPLE SUBJECTS:

www.freeOSHAinfo.com

www.gedpractice.com

www.englishlearner.com

www.brainpop.com

www.testakingtips.com

www.internet4classrooms.com

SAFETY

Most accidents are the result of carelessness

- I. Dress Code
 - a. There is a reason for specific dress codes – follow rules
 - i. Shoes/boots
 - ii. Gloves
 - iii. Hard hat
 - iv. Eye protection
 - v. Hearing protection
 - vi. High visibility clothing
- II. Remaining in assigned work areas – no wandering around
 - a. Follow rules and use common sense
 - i. Running
 - ii. Horse play
 - iii. Clean up spills
 - iv. Pick up waste and litter
 - v. Don't use cell phones outside of designated break areas
 - vi. Avoid clutter
 - vii. Sweep and clean floor areas
 - viii. Report all protruding parts
 - ix. Report any damaged areas
- III. Moving equipment or merchandise
 - a. Follow rules for moving items
 - i. Lifting
 - ii. Lowering
 - iii. Pushing
 - iv. Pulling
 - v. Carrying
 - b. Obey rules for restricted weights/most accidents are:
 - i. Sprains
 - ii. Strains
 - iii. Fractures
 - iv. Wounds
- IV. Use designated walkways only
- V. Fire Prevention
 - a. Be aware of sources of ignition
 - i. Heat – no smoking
 - ii. Electrical faults
 1. Inspection/maintenance
 - b. Combustible material
 - i. Products
 - ii. Packaging
 - iii. Pallets
 1. Good housekeeping
 2. Correct storage

VI. Reporting procedure

- a. Evacuation
- b. Assembly points
- c. Alarm system
 - i. Alarm points
 - ii. Detectors
 - iii. Sprinkler system
- d. Fire doors
 - i. Closed
 - ii. Blockage
- e. Fire extinguishers
 - i. Located near exits
 - ii. Located near specific hazards
 - iii. Be sure to use the correct type
 - 1. Water
 - 2. Foam
 - 3. Carbon dioxide
 - 4. Dry powder

VII. Emergency plan

- a. Fires/explosion/bomb threat
- b. Severe weather – tornadoes

VIII. Training for specific equipment

- a. Fork lift truck
- b. Cherry picker
- c. Machines

IX. Lockout/tagout

- a. Who is responsible
- b. What do the tags mean
- c. Who can un-do

X. BBP – Blood Borne Pathogens

- a. Employee's protection – protect yourself from splashes
 - i. Disposable gloves
 - ii. Face shields
 - iii. Eye protection
 - iv. CPR face mask

XI. Workplace Violence

- a. Know what it is
 - i. Physical assault
 - ii. Threatening behavior
 - iii. Verbal abuse
- b. Most common
 - i. Shooting during a robbery of a retail, service or transportation worker
- c. Risk factors
 - i. Contact with the public
 - ii. Exchange of money
 - iii. Delivery of goods, services or passengers
 - 1. Keep delivery doors locked
 - 2. Observe company policy for receiving and sending merchandise
 - iv. Working alone or in small numbers
 - v. Working late at night or during early morning hours
 - 1. Follow rules for workers arriving and leaving facility

- d. Know the violence prevention program at your workplace or school
- e. Take all incidents seriously
- f. Use common sense
- g. Know and use emergency procedures and systems of the community

File Folder Contents

Employment applications

Daily Time Sheet

Employee Performance Report

Employee Attendance Record

Daily Employee Time Record

W-4 with work sheet

Steps for Giving Feedback

Drug Policies

Absence Policies

Employee Self-Evaluation

Harassment Policies

I-9 forms and worksheet

Holiday and vacation Policies

Form for Employee Termination

Lock out/tag out Procedure

Safe Lifting Techniques

Note Taking strategies

Interview tips

OWSH website information

WORKFORCE TERMINOLOGY

admin. – administrative assistant

advantage - a benefit, a strength, a good feature

Affirmative Action – an active effort to improve the employment or educational opportunities of minority groups and women. Also, a similar effort to promote the rights or progress of disadvantaged persons

alarm points – places where fire alarms are located

analyze – to study a problem by carefully examining its parts

assembly point – fire or emergency meeting point

assertive – bold and self confident

assess – to decide the importance or value of something

asset – something or someone who's valuable

associate – employee

authority – the person who makes the final decision

baby SKU – an identifying number for a single product (one of many)

back end – receiving area of a store

back-up-plan – a second plan or way to accomplish a task if the first way does not work

bar code – identifying numbers on a product

bay – selection of racking with product in it

bill of lading – label attached to a product being delivered

brainstorming – a way for a group to find a solution to a problem by listening to all of the ideas they can think of

break room – room designated for employees breaks

calculate – to figure out

categories – groups

challenge – an interesting task or problem that is often difficult

coercion – to make someone do something against their will by force or threats

combustible material – something that will burn

compliance – cooperation with a requirement

compromise – settle a disagreement by both sides giving up something

confront – deal boldly with, demand

consensus – an agreement of the majority

consequences – results or effects of an action

contractor – a business or person who agrees to provide a service

cut product – stop dumping product and run out what is dumped

deadline – the day and time that a project must be done

delegate – to assign duties and responsibilities to another person

defective – imperfect, damaged

disadvantage – a drawback or setback, something that produces an unfavorable effect

discriminate – to see differences, to treat someone unfairly because of prejudice

documentation of discipline – a written document stating the disciplinary action taken an employee has broken a rule

downtime – time charged to the line when it is supposed to be operating and is inactive for repair or quality

eliminate – to get rid of

ergonomics – studying the best way to design something for comfort, efficiency and convenience

evacuation – to leave somewhere because of danger

expertise – a special skill

falsification – to change something to make it false, tamper with

feedback – comments on your work, positive and negative, from coworkers and bosses

fire extinguisher – a device that shoots out liquid to stop a fire

first offense – the first time you break a rule or law

follow-through – to complete a task you have started

fork lift truck (FLT) – a vehicle with two long narrow pieces of steel in front, used to lift and carry heavy loads

hard hat – a helmet worn by workers to keep them from getting hurt

hazardous – dangerous

ignition – setting a fire, combustion

incident – a bad event or occurrence

inspect – to look at something carefully, examine

insubordination – not following directions or orders

integrity – honesty

interpersonal skills – one's ability to relate and work with other people

leadership – ability to guide and direct others

lockout/tagout – **lockout** – a securable device (such as a padlock) to hold an energy-isolating device in a safe position to prevent the energizing of a piece of equipment – **tagout** – placement of a prominent warning device that indicates that a piece of equipment may not be operated until the device is removed

maintain – to keep up, carry on or continue

mandatory - required

mama SKU – the identifying number for a full case of one product

mentors – people who take an interest in your career and help you

modify – to change or make minor changes in something

monitor – to observe

negotiate – to talk with others to decide how to solve a problem

network – a group of people who exchange help, information, and support

observing – looking closely at something

packaging – the material, design and style of containers used to hold goods to be sold

performance appraisal – a review of your work, usually by your boss

permanent – continuing or lasting for an unlimited period of time

plan of action – method for achieving a goal or solving a problem that includes different tasks that need to be done for the solution to work

point of view – the way you look at something

procedures – set of rules to follow

protocol – rules of behavior

procrastinate – intentionally put off taking action

promotable – having the criteria to advance or be promoted

punctual – arriving or finishing on time

RF Gun/RF Scanner – wireless inventory system used to scan barcodes

resolve – settle

responsible – able to be depended on

revise – change

risk – chance of loss or harm

role model – people who serve as examples of behavior or performance

self assessment – checking your own performance and skills

self motivated – ready to act on one's own

solution – an answer to a problem or difficulty

spreadsheet – a computer program that organizes data so users can see how a change in one number might affect the other numbers

stress – tension caused by change – can be good or bad change

subordinate – a person of lower rank

suspension – taking away the right to work because of misbehavior or violation of the rules

tampering – to damage something

teamwork – the efforts or work of individuals toward meeting a common goal

technical skills – specialized skills that help a person complete a task

temporary – a worker hired for a brief period

values – a person's beliefs about what is good and what is bad

verbal – spoken

violation – breaking a rule, contract or law

0 loss – all lines have a goal of 0 loss or 0 downtime

WORKFORCE ACRONYMS

AMEX – American ExpressAc

AP – Accounts Payable

AR – automatic replenishment program

CAD – computer assisted ordering

CEO - chief executive officer

CFO - chief financial officer

CI – continued improvement

C/O – change over – finish one product, clean and go to another

COO – chief operating officer

DM – district manager

EAP – Employee Assistance Program

EOE – Equal Opportunity Employer

EEOC – Equal Employment Opportunity Commission

OPL's - one point lessons

OSHA – Occupational Safety and Health Administration

SOP's – save operating procedures