

Job Survival

Instructor's Manual

Third Edition

By

Dixie Lee Wright
Job Retention Specialist



Job Survival Instructor's Manual, Third Edition

Previously published on CD-ROM

© 2010 by Dixie Lee Wright

Previously published by JIST Works, an imprint of JIST Publishing

Workbook Product Manager: Lori Cates Hand

Project Editor: Dave Anderson

Proofreader: Jeanne Clark

Workbook Interior and Cover Designer: Aleata Halbig

CD-ROM Production: Jeff Heck

Printed in the United States of America

14 13 12 11 10 09 9 8 7 6 5 4 3 2 1

All rights reserved. No part of these resources may be sold or distributed in any form or by any means without prior written permission of the publisher. Making copies of any part of these resources for any purpose other than use within the classroom is a violation of United States copyright laws. For permission requests, please contact the Copyright Clearance Center at www.copyright.com or (978) 750-8400.

We have been careful to provide accurate information in these resources, but it is possible that errors and omissions have been introduced. Please consider this in using the contents. Trust your own judgment above all else and in all things.

ISBN 978-1-59357-675-2

ISBN 978-1-59357-674-5 (Instructor Manual)

About These Resources

The Instructor's Manual Resources is designed to accompany the workbook *Job Survival*, Third Edition. Though the exercises and activities are designed for use in a classroom or other group setting, most of them can also be used for individualized instruction or assigned as homework. This content is ideally suited for an instructional setting, though it can easily be modified for use in a workshop or counseling setting as well. Together with the workbook's examples, worksheets, questions, and checklists, this material will help your students learn how to handle the challenges of keeping their jobs.

Click [here](#) to access the Instructor's Manual Resources.

The resources include the following:

- A **PowerPoint** presentation to accompany every chapter
- **Chapter objectives** and **key vocabulary** for each chapter
- **Presentation suggestions** for nearly every topic in the workbook
- Additional **Activities** to expand each chapter's lesson and to provide students with a variety of classroom interaction
- **Discussion topics** for students to reflect on, which can be used as prewriting activities or modified to be either in-class or take-home essays
- A **Review Quiz** to help assess students' comprehension of each chapter's main points

Most of the materials are text-only documents. This allows teachers and instructors the chance to manipulate them and print them as they see fit. Please note that JIST Publishing is not responsible for any added or modified content.

About *Job Survival*

Job Survival is a workbook designed to help anyone who has been out of the workplace for various reasons, has had trouble keeping a job, or has a situation that may affect job survival. The workbook may be especially helpful for individuals in the following groups: lower reading level, special needs, TANF, "at-risk" youth, school to work, and corrections. Many chapters in the workbook will require students to examine their character and ethics and their ability to stay on a job by choice.

While the workbook is written in simple, direct language, these resources will help you clarify important points, stress critical job retention issues, and lead students through the material as desired. Each workbook chapter has a corresponding chapter in this guide.