

**GETTING
STARTED**

**What Do Students Need to Know and Do to Transition?
Age and Grade Appropriate Transition Topics**

Age / Grade	Education	Self Advocacy	Employment	Career Preparation	Independent Living Skills
Final Years in high school	<p>Career / Education Planning</p> <p>State your personal career/education plan.</p> <p>State career goal.</p> <p>Select post secondary education and training program.</p> <p>Apply to post-high school educational/training options that relate to career goals.</p> <p>Demonstrate knowledge of decision-making process.</p> <p>Submit applications to postsecondary education / training programs.</p> <p>Pass placement tests and/or entry tests.</p> <p>Earn high school diploma, GED or certificate of attendance/completion</p>	<p>Apply to appropriate agencies for transition support (eg. DOR, Regional Center, College DSPS).</p> <p>List employment ADA rights.</p> <p>Identify the appropriate accommodations you need using Job Accommodation Network.</p> <p>Practice self advocacy skills to advocate for yourself in the workplace and the classroom.</p> <p>Review social media presence to verify that you are not disclosing a disability on line.</p>	<p>Job Search</p> <p>Keep a job: Demonstrate "soft skills" 21st Century Skills, Self Management skills, meet technical skills expectations.</p> <p>Find a job: Identify job options using Craig's List, CaJobs, social media and other job listings.</p> <p>Apply for a job: Submit on line applications that prove you meet minimum qualifications.</p> <p>Write resumes that demonstrate you have the skills, abilities, and talents to be considered for employment.</p> <p>Interview for employment opportunities in careers of interest.</p> <p>Find an job opportunity</p>	<p>Complete a dual enrollment and /or college class while in high school.</p> <p>Complete classes to earn diploma/certificate.</p> <p>Complete career-technical pathway course of study and/or elective classes that relate to your interests.</p> <p>Explore entrepreneurship options.</p> <p>Compile portfolio that summarizes talents, interests and skills.</p> <p>Paid work experience</p> <p>Participate in work-based learning and/or internship Service learning</p>	<p>Independent Living Skills</p> <p>Create a personal budget based on cost of living in your area using Reality Check.</p> <p>Apply for financial aid to continue your education.</p> <p>Apply for benefits if appropriate.</p> <p>Demonstrate the "soft skills" needed for education, training and independent living.</p> <p>Verify your on line reputation.</p> <p>Register to vote.</p> <p>Males- register for the draft.</p> <p>Master self help skills, household management skills.</p> <p>Navigate your community using maps, GPS, transportation options.</p>
Early High School	<p>State tentative career choices.</p> <p>Research tentative career interests to identify career / industry opportunities that match your personality, work values, interests, preferences, talents, skills and education/training goals.</p> <p>Strategies include on line information, videos, college and career fairs</p>	<p>Lead or actively participate in your own IEP.</p> <p>Develop your portfolio that showcases your skills.</p> <p>Request accommodations as needed.</p>	<p>Practice completing job applications and develop "cheat sheet" to ensure you have an error free sample application.</p> <p>Expand exhibits in your portfolio that you can share with potential employers.</p> <p>Participate in job fairs.</p>	<p>Enroll in Career-technical classes and/or elective classes that relate to career interests.</p> <p>Participate in volunteering, service learning, internships or other work-based learning options related to your interests.</p> <p>Reflect on experiences to validate your interests.</p>	<p>Financial literacy</p> <p>Self Care</p> <p>Community Orientation</p> <p>Social/Recreational Interests</p> <p>Health and Wellness</p> <p>Self Management</p>

(COVER)

NATIONAL TECHNICAL ASSISTANCE CENTER ON TRANSITION.

Middle School	<p>Evaluate interests, skills, abilities, attributes</p> <p>Explore choices through career exploration, educational fairs, job shadowing, on-line videos.</p> <p>Summarize experiences in reflection tools.</p>	<p>Know your learning style.</p> <p>Actively participate in your EP.</p>	<p>Develop mock applications And mock interviews,</p> <p>Develop resume/portfolio.</p>	<p>Identify career pathway courses at your school.</p> <p>Explore odd jobs, volunteer options.</p> <p>Connect hobbies, interests to general career choices.</p>	Know yourself
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Essential Life Skills for All Teens

Independent Living Skills

At Home Skills

- Locate Housing options
- Arrange Rent, Utilities, Phone
- Basic Routine Maintenance
- Clean, Vacuum, Dust
- Find a Circuit Breaker/use it
- Locate, use Water Furnace Shut-off
- Fix Basic Plumbing

Financial Literacy

- Understand Gross/Net pay, Deductions
- Make a Budget -- stick to it
- Use a Bank and/or ATM/ On-Line Banking
- Open, Use, Balance Checking Account
- Apply for Credit Card, use wisely
- Benefits Planning
- Saving Account,
- Keep track of documents file taxes

Citizenship

- Register to Vote, Vote
- Comply with Laws, Regulations
- Be Environmentally Responsible
- Participate in Community Activities
- Volunteer

Use Technology at Work, Home, Socially

- Use Social Media Responsibly
- Know Cyber Presence
- Validate Sources of Information
- Maintain Safe Identity
- Maintain current knowledge of technology/applications

Food Skills

- Plan, shop for Healthy Diet
- Prepare, Store Food
- Cook Balanced Meal
- Use Kitchen Appliances

Personal Appearance Skills

- Basic Clothing Repair (buttons, hems)
- Iron Garments
- Fold, put away Clothes
- Laundry -- Follow care labels, treat stains
- Maintain Personal Appearance

Health and Wellness

- Basic First Aid
- Maintain Healthy Diet
- Use Medication Safely
- Routine Exercise
- Make Healthy Lifestyle Choices
- Maintain Hygiene/Grooming
- Be aware of Personal Safety

Self Determination & Self Management

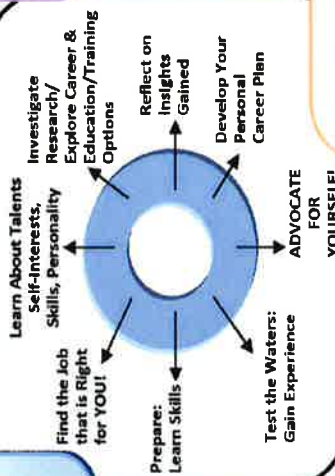
- Know Yourself -- Your Strengths, Limitations
- Manage Your Time
- Set Priorities
- Monitor Your Performance
- Balance Your Responsibilities and Priorities.
- Adapt and Accept Change
- Advocate for Yourself to Meet Your Needs
- Learn from Mistakes

Believe in Yourself

Transportation Community Access

Drive/Maintain Car & Driver's License

- Buy Car, Buy Insurance
- Registration
- Pump gas
- Maintain Vehicle Oil, Fluids
- Maintain, Change Tires,
- Follow Traffic Laws/Safety



Community Access

- Know Options
- Read a Map/ Use GPS
- Know Landmarks
- Community Orientation

Social / Recreation

- Explore Social/Recreational Opportunities
- Pursue Hobbies, Recreational Interests
- Develop, Maintain Healthy Friendships
- Develop, Maintain Healthy Family Relationships

Postsecondary Options

- Explore Career Options -- Print, web, media
- Explore Postsecondary Education Options
- Submit applications, take appropriate tests
- Apply Decision-Making Skills
- Use Labor Market Info. to guide choices
- Develop Resume
- Submit Applications/Resume on-line
- Interview skills

Employability Skills

- Communication Skills (Listen, Speak, Customer Service)
- Interpersonal Skills (Leadership, Social Skills, Teamwork)
- Personal Qualities / Work Ethic
- Thinking Skills (Analyze, Prioritize, Visualize, Problem Solve)
- Application of Core Academic Skills
- Use of Technology
- Manage Resources, Time
- Understand Value of Lifelong Learning
- Be Adaptable

Be A Lifelong Learner: Be curious & interested to learn new things or apply old info in new ways

- Seek Opportunities to Learn -- In Classroom, with Computers, with Books, with People
- Learn From and With Others -- Share what you Learn -- Recognize You are Not "The Expert"
- Take in Information -- Analyze it, join it with other Information, then apply it

Employability Skills Framework cte.ed.gov/employabilityskills/

Applied Knowledge

Applied Academic Skills

Critical Thinking Skills

Effective Relationships

Interpersonal Skills

Personal Qualities

Workplace Skills

Resource Management

Information use

Communication Skills

Systems Thinking

Technology Use

Universal Skills Employers Seek

www.ncwd-youth.info/ilp

Good communication skills

Leadership Qualities

Positive Attitude

Flexibility and Adaptability

High Standard for Performance

Good Work Ethic

Dependability, Punctuality, Maturity

Acceptance of responsibility

Productivity

Willing to learn and keep learning

Ability to analyze and evaluate

Teamwork

Job Readiness Skills Inventory

www.dor.ca.gov

Communication

Attitude

Teamwork

Problem Solving & Critical Thinking

Professionalism

Job Seeking Skills

Essential Skills for Employment

Skills required to find, maintain, and advance in all careers

Compiled by Sue Sawyer, CA Transition Alliance



Standards for Career Ready Practice

www.careertech.org

Apply appropriate technical and academic knowledge

Communicate clearly, effectively and with reason

Develop an education and career plan aligned with personal goals

Apply technology to enhance productivity

Utilize critical thinking to make sense of problems and persevere to solve them.

Practice personal health and understand financial literacy

Act as a responsible citizen in the workplace and community

Model integrity, ethical leadership and effective management

Work productively in teams while integrating cultural and global competence

Demonstrate creativity and innovation

Employ valid and reliable research strategies

Understand environmental, social and economic impact of decisions

Non-Academic Soft Skills: What Should We Call Them? www.npr.org

Character, Social and Emotional Skills, Soft Skills, Grit

Non-cognitive Traits and Habits, 21st Century Skills, Growth Mindset,

P21 Framework for 21st Century Learning www.p21.org

Key Interdisciplinary Subjects

Global Awareness, Civic, Financial, Health, Environmental Literacy

Learning and Innovation Skills

Creativity, Critical Thinking, Communication, Collaboration

Information, Media and Technology Skills

Information Literacy, Media Literacy, ICT (Info, Communication and Technology Literacy)

Life and Career Skills

Flexibility & Adaptability, Initiative & Self-Direction, Social & Cultural Skills,

Productivity & Accountability, Leadership & Responsibility

Executive Functioning Skills www.askjan.org

Cognitive skills

Plan, Organize, Strategize

Pay attention to, remember details

Start and stop actions, Form concepts, think abstract

Behavior & Social Skills

Monitor, regulate behavior

Plan future behavior related to new tasks

Anticipate outcomes, adapt to change

Chart Legend

Chart is available at

www.castransitionalliance.org

Blue = applied academic skills

Red = soft skills

Green = website includes

teaching/training resources

Equipped for the Future
<http://eff.dlee.utk.edu/>

Communication

Observe, convey ideas in writing

Listen actively, Speak, Read

Decision-Making

Use Math to solve problems

Plan and solve problems

Make decisions

Interpersonal Skills

Cooperate Resolve conflict

Advocate & Influence

Guide Others

Lifelong Learning Skills

Take Responsibility for Learning

Use information/communications

technologies

Learn through research

Reflect and Evaluation

Soft Skills to Pay the Bills

Essential Skills for Getting a Job

www.dol.gov/odep

Communication Skills

Enthusiasm & Attitude

Teamwork

Networking

Problem Solving & Critical Thinking

Professionalism

Technical skills required for each

occupation: www.onetonline.org

And My Next Move

Labor Market Information identifies

industries/careers with highest

potential for opportunity and wages.

www.edd.gov/lmid and **Doing What**

Matters, www.cccco.edu

Job Search Hints

WHEN EMPLOYERS COMPARE APPLICANTS, THEY ASK:

- Are they trainable?
- Do they have the skills & education the job requires?
- Will they have good attendance?
- Were they confident, friendly, alert?

FIND OUT WHO IS HIRING

- Common Search Tools:**
- Monster/Hot Jobs, CareerBuilder, Craigslist, EDD/Cal Jobs Staffing Agencies** - take advantage of educational information.
- Don't forget **Personal Contacts!**
- Social Media** lets you know who is hiring -- LinkedIn, Facebook, YouTube

Use the Web to **Research** Businesses/Companies.
Know what **Positions** are open & gain **Information** about the Business **before** you **apply**.

APPLY FOR THE POSITION

- The Application:** Things to watch out for:
- Spelling Spelling - NO TEXT LINGO**
Read carefully, complete as much as possible.
Use a **master document** (cheat sheet).
- Have phone numbers & references** readily available.
- Be Truthful** -- Be confident of skills, but don't overstate!
- Complete on-line application on home computer**, not kiosk --
You have more time; you can cut & paste information

RESUME

- Professional, Unwrinkled, & Concise**
- Common Mistakes:**
 - Spelling
 - Same format - no uniqueness
 - Scribbling/Handwriting to correct information
- TIPS for Success**
 - Make sure Name is larger font
 - Print in dark blue, not black
 - Verify Employment Dates are accurate
 - Describe your Work Tasks/Skills using O'NET terms

USE AN APPROPRIATE E-MAIL ADDRESS

- If necessary, get free e-mail address for job search process
YES!
- JonesBryon@ smithfamily165@
- NO!!! Bad Impression:**
Unknown_sanity@
- Too Much Information:**
Mflores032571@ (Birthdate)

JOB HISTORY

Employers are looking for a Pattern of Responsibility & the Ability to Maintain Commitment
No job history? List Volunteering, Babysitting, Odd Jobs, Participation in an Outreach Program, Leadership in Youth Organizations and/or School Projects.

INTERVIEW

- You have 3 minutes to impress!**
- Dress slightly "above" the position**
- No backpacks, cell phones, or drinks**
- Go alone - NO friends**
- Key to Best Interview - Eye Contact**
- Be ready for the interview style:**
 - Direct Questions** - what skills do you have?
 - Non-Directive Questions** - tell me about you?
 - Behavior** - give me example of something you . . .
 - Hypothetical Question** - what would you do if . . .?
 - Stress Questions** - What super hero would you be?

Background Checks will verify your Social Security Number & Criminal History for the past 7 years -- (Be totally honest - this is a case-by-case decision).

Drug Screening - Be confident you can pass or don't apply!

Make sure your Virtual Impression is Positive. Employers check into your habits & personality - and it IS legal to deny you employment.

Independent Living Skills

Find A JOB

Find a job using job search tools: American Job Center, Craigslist, Monster/Hot Jobs CareerBuilder Labor Market Information-EDD.ca.gov/Imi Employment services (WIOA/One Stop Agencies Temporary Employment Agencies

If you have a disability, request help from Department of Rehabilitation or your Regional Center

Explore Education and Training Options

Post secondary education options

On the job training
Short term training for a specific job
Apprenticeship, Internship
Certification
College Degree- 2 year, 4 year +More

Web Based Training

On line courses, webinars
Tutorials
Check out employment agencies that have training modules

Self Exploration

What did you learn about yourself?
Envision your future: Picture life 5 years from now: Where do you want to live and work? What do YOU want to do?
Create your own plan for your future!

Tell Us Your Plan

Career Ideas
Training Ideas
Work Ideas

Tell Us What You Want and Need

What is Your Plan?

Explore career options- through print, web media
Explore postsecondary education options
Submit applications, take qualifying tests
Use labor market info. to guide choices
Develop resume
Submit applications / resume on line
Interview strategies

Career Exploration

Explore careers on line with O'NET,
California Career Zone-www.californiacareers.info
My Next Move – www.mynextmove.org
Talent Knows No Limits
Other options for exploration: Hobbies,
Talk with people-informational interviews, job shadowing,
career fairs, community events

Job Exploration in the community

Job Shadow
Job Tryout
Situational Evaluation

If you are in school-

Explore through internships, Volunteering,
project-based learning,
service, work based learning,
or career pathways

How about becoming an Entrepreneur?

(running your own business)

Do you have an interest that could become a service or product you sell?

- Do you want to be your own boss?
- Are you confident you can succeed?
- Do you have resources to get started?
- Can you “stick with something for a long time?
- Are you organized?
- Do you have a business plan?
- Can you keep track of what you will sell and how much charge for your products or services?
- Do you have a business advisor?
- How will you advertise and
- let people know about your business?

If you live on your own, you need to learn these skills and about these resources in your community

Independent Living Skills

- **HOUSING and Other Resources**
- Information and Referral
- Independent Living Skills Training
- Housing
- Advocacy
- Assistive Technology
- Peer Mentoring
- Contracted Services
- Community Education

City / County Housing Departments
 Independent Living Skills Centers
 Regional Center/Vendors
 Catholic Social Services
 Services for Deaf and Hard of Hearing
 PAS Toolkit www.ncwd-youth.info/Pas-Toolkit

Health and Wellness

- Basic First Aid
- Maintain healthy diet
- Use medication safely
- Routine exercise
- Make healthy lifestyle choices
- Maintain hygiene /grooming
- Be aware of personal safety

Food Skills

- Plan, shop for healthy diet
- Prepare, store food
- Cook balanced meal
- Use kitchen appliances

Personal Appearance Skills

- Basic clothing repair-buttons, hems)
- Iron garments
- Fold, put away clothes
- Laundry, Follow care labels, treat stains
- Maintain personal appearance

At Home Skills

- Locate housing options
- Arrange rent, utilities, phone
- Basic routine maintenance
- Clean, vacuum, dust
- Find a circuit breaker/use it
- Locate, use water, furnace shut-off
- Fix basic plumbing,

County Health/Human Services

- Hospitals, Clinics and Medical offices
- County Health Department
- County Mental Health Services
- In Home Support Services
- Public Guardian
- Disability Advocate

Financial Literacy

- Understand gross, net pay, deductions
- Make a budget-stick to it
- Use a bank and/or ATM / On-Line Banking
- Open, use, balance checking account
- Apply for credit card, use wisely
- Benefits planning
- Saving account,
- Keep track of documents file taxes

Disability Financial Planning

Disability Benefits 101.org
 Social Security www.ssa.gov
 Veterans Benefits www.va.gov
 Financial Literacy Education
www.familysupportclearinghouse.org
www.jumpstart.org

Accommodations available at Banks

- Accessible Banking websites
- Voice, Relay and TTY / TDD Lines
- Talking ATM earphones, Y adaptors
- Alternative Format Checks
 - (raised line, large print, Braille)
- Audio recording of print materials
- Assistance to read forms
- Free Magnifiers
- Individual assistance

Independent Living Skills

Department of Motor Vehicles

Practice tests at www.dmv.ca.gov

Disability Services

- TTY for Speech / Hearing Impaired Only
- Interpreters, (including ASL)
- Accommodations for Service Animals
- Alternative methods for completing Driver's License written exam
- Specifically designated counters for disabled individuals
- Disabled Person Parking Placard/License plate

Agencies that provide adaptive driving vehicles and mobility assistive devices

Veterans Administration

Department of Rehabilitation

Community Education

Parks and Recreation Department
 On Line Courses
 Webinars
 You Tube
 Career Technical Courses
 Explore hobbies through businesses
 Local Museums, Art Galleries
 Community College
 Library

Transportation Community Access

Drive / Maintain a Car

Driver's License

Buy car, buy insurance
 Registration

Pump gas

Maintain vehicle oil, fluid, Maintain, change tires,
 Follow traffic laws/ safety

Community Access

Know options
 Read a map/ Use GPS
 Know landmarks
 Community orientation

Use Public Transportation

Know schedules
 Know routes, pick up points
 Know options (bus, taxi, on demand
 Public Transportation

Disability Services

- Demand Response Service for public transportation
- Specialized transportation services available through disability-serving agencies
- Maps
- Agencies provide Mobility Training

AT&T Accessibility Services

Universal Accessibility

E-Readers, Netbooks,
 Notebooks

Public Library

Free access to computers
 and lots of information

Use Technology- at work, at home, socially

Use social media responsibly-know cyber presence
 Validate sources of information
 Maintain safe identity
 Maintain current knowledge of technology/applications

Be A Lifelong Learner: Be curious, interested to learn something new or apply old info in new ways

Seek opportunities to learn-in classrooms, with computers, with books, with people
 Learn from and with others. Share what you learn. Recognize you aren't "The Expert"
 Take in information-analyze it, join it with other information, then apply it