



Soft Skills Training: A Workbook to Develop Skills for Employment

By Frederick H. Wentz



Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz

I was hired by a major university to teach recently released offenders how to become employed. I walked into my first class intending to follow the lead of all the other job training programs in the city, which was teaching the students to properly fill out applications, write resumes, facilitate mock interviews, and locate employment opportunities. After the first couple of classes, most of the students were either not paying attention or sleeping. I quickly realized my presentation needed to be interesting, challenging, beneficial, and actually guide the participants on how to remain employed. However, I was unable to find any published material for teaching new hires the soft skills necessary to keep a job. This workbook is a compilation of the soft skills class material I have developed over an eighteen year period. I have used this material with great success and have taught soft skills in schools, inner-city church programs, nonprofits, and government funded job training programs. It is a unique collection of essays, exercises, quotes, and maxims that will give students a realistic perspective on work-related expectations and the expectations of the supervisors who hire them. It will help students develop their problem solving skills, guide them in making appropriate decisions, and create a desire to plan out goals and achieve them. The workbook style is challenging and playful, serious and engaging and a stepping stone to developing the cognitive skills necessary to quash unproductive thinking and self-defeating emotional behaviors.

 [Download Soft Skills Training: A Workbook to Develop Skills ...pdf](#)

 [Read Online Soft Skills Training: A Workbook to Develop Skill ...pdf](#)

Soft Skills Training: A Workbook to Develop Skills for Employment

By Frederick H. Wentz

Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz

I was hired by a major university to teach recently released offenders how to become employed. I walked into my first class intending to follow the lead of all the other job training programs in the city, which was teaching the students to properly fill out applications, write resumes, facilitate mock interviews, and locate employment opportunities. After the first couple of classes, most of the students were either not paying attention or sleeping. I quickly realized my presentation needed to be interesting, challenging, beneficial, and actually guide the participants on how to remain employed. However, I was unable to find any published material for teaching new hires the soft skills necessary to keep a job. This workbook is a compilation of the soft skills class material I have developed over an eighteen year period. I have used this material with great success and have taught soft skills in schools, inner-city church programs, nonprofits, and government funded job training programs. It is a unique collection of essays, exercises, quotes, and maxims that will give students a realistic perspective on work-related expectations and the expectations of the supervisors who hire them. It will help students develop their problem solving skills, guide them in making appropriate decisions, and create a desire to plan out goals and achieve them. The workbook style is challenging and playful, serious and engaging and a stepping stone to developing the cognitive skills necessary to quash unproductive thinking and self-defeating emotional behaviors.

Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz **Bibliography**

- Sales Rank: #372202 in Books
- Brand: Brand: CreateSpace Independent Publishing Platform
- Published on: 2012-05-14
- Format: Large Print
- Original language: English
- Number of items: 1
- Dimensions: 11.00" h x .83" w x 8.50" l, 1.89 pounds
- Binding: Paperback
- 368 pages

 [Download Soft Skills Training: A Workbook to Develop Skills ...pdf](#)

 [Read Online Soft Skills Training: A Workbook to Develop Skil ...pdf](#)

Download and Read Free Online Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz

Editorial Review

Users Review

From reader reviews:

Michael Rahn:

The book Soft Skills Training: A Workbook to Develop Skills for Employment can give more knowledge and also the precise product information about everything you want. Exactly why must we leave the good thing like a book Soft Skills Training: A Workbook to Develop Skills for Employment? A number of you have a different opinion about reserve. But one aim in which book can give many information for us. It is absolutely correct. Right now, try to closer together with your book. Knowledge or data that you take for that, you are able to give for each other; you can share all of these. Book Soft Skills Training: A Workbook to Develop Skills for Employment has simple shape however you know: it has great and big function for you. You can appear the enormous world by open and read a guide. So it is very wonderful.

Gerald Velasco:

What do you with regards to book? It is not important along with you? Or just adding material when you really need something to explain what your own problem? How about your free time? Or are you busy individual? If you don't have spare time to do others business, it is gives you the sense of being bored faster. And you have extra time? What did you do? All people has many questions above. The doctor has to answer that question simply because just their can do which. It said that about book. Book is familiar in each person. Yes, it is suitable. Because start from on guardería until university need this specific Soft Skills Training: A Workbook to Develop Skills for Employment to read.

Sebrina Knapp:

Here thing why this Soft Skills Training: A Workbook to Develop Skills for Employment are different and dependable to be yours. First of all examining a book is good however it depends in the content from it which is the content is as scrumptious as food or not. Soft Skills Training: A Workbook to Develop Skills for Employment giving you information deeper and in different ways, you can find any e-book out there but there is no reserve that similar with Soft Skills Training: A Workbook to Develop Skills for Employment. It gives you thrill looking at journey, its open up your eyes about the thing that happened in the world which is possibly can be happened around you. You can actually bring everywhere like in park, café, or even in your method home by train. When you are having difficulties in bringing the printed book maybe the form of Soft Skills Training: A Workbook to Develop Skills for Employment in e-book can be your alternative.

Henry Jones:

You can obtain this Soft Skills Training: A Workbook to Develop Skills for Employment by check out the bookstore or Mall. Just viewing or reviewing it may to be your solve challenge if you get difficulties for your knowledge. Kinds of this book are various. Not only by written or printed but can you enjoy this book through e-book. In the modern era just like now, you just looking from your mobile phone and searching what your problem. Right now, choose your own ways to get more information about your e-book. It is most important to arrange you to ultimately make your knowledge are still up-date. Let's try to choose appropriate ways for you.

**Download and Read Online Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz
#YB9WGRJ017A**

Read Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz for online ebook

Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz books to read online.

Online Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz ebook PDF download

Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz Doc

Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz Mobipocket

Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz EPub