

Topic Specific Packets for Co-op and Business Ed. Students

Three Programs for Business Education Teachers that Target Student Behavior & Motivation Problems



FREE Samples at
www.advantagepress.com



1. The **Employee Improvement Program** consists of 46 learning packets designed to encourage **co-op students** to re-think on-the-job mistakes and take corrective steps. Packets focus on: Relations with Employers, Relations with Customers/Clients and Relations with Co-Workers.
2. The **Classroom Management Toolkit Program** offers business education teachers the help they need to solve some 30 minor classroom behavior and attitude problems without assistance from the office. A great resource that can be used with all business education students.
3. The **Motivation Program** consists of 16 learning packets to encourage students who are not motivated to work up to their full capabilities. These thought-provoking exercises are designed for all business education students.

A Positive Behavior Support that Addresses On-the-Job and Classroom Problem Behaviors and Attitudes

Three Companion Programs

1

Employee Improvement Packets for Co-op Students who:

- Lack Enthusiasm
- Don't Follow Instructions
- Are Absent from Work
- Don't Show Initiative
- Lack Proper Grooming
- Have Poor Work Habits
- Are Too Bossy
...and more

**46 Different Co-op
Packets for
Teacher/Employer Use**

2

Classroom Management Toolkit Packets for Students who:

- Refuse to Work
- Cheat
- Waste Time
- Disobey
- Act Rudely
- Swear in Class
- Misbehave for the Sub
...and more

**30 Different
Classroom Discipline
Packets for
Teacher Use**

3

Learning Packets to Help Motivate Students who:

- Have Fallen Behind
- Don't Plan
- Lack Confidence
- Are Negative
- Aren't Responsible
- Don't Show Initiative
- Aren't Cooperative
...and more

**16 Completely Unique
Motivation Packets
for Administrator or
Teacher Use**

Benefits

Packet Benefits:

1. A ready-made consequence
2. Packets can provide needed documentation
3. All students face the same consequence
4. Packets conclude with student goal-setting
5. Lessons reinforce your expectations
6. Packets provide talking points to conference with students
7. A reading and writing exercise that prompts change

Packets on CDs

CDs are organized by topic for easy use. Packets on CD ROM come with word-processing files and PDF files for both PCs and Macintosh® computers. Wordprocessing files may be modified. CDs include Adobe's Acrobat Reader® software for viewing and printing packets. Teachers may make as many copies as they need, for as long as they wish, at the purchasing site.



Packet and Program Information

**NEW
Edition**

Employee Improvement Program for Co-op Students on CD

Students whose job performances are not up to par need extra help so they can keep their job and complete the cooperative education experience. Good student-employees make it easy for you to ask an employer to employ the next student. The student represents the cooperative education program and the school. It is important he/she performs well. Unfortunately, some employees are late to work, take long breaks and create problems for both their supervisor and other employees. Employee Improvement Packets can provide you with the additional help you need to tackle these and other problems. You can turn negative situations into positive ones. Everyone is a winner in the process—you, the student and the employer. Each packet focuses on a particular work-related problem and consists of 4-6 pages of text and several illustrative stories (case studies). Over 600 pages in four books on CD. Each Packet is a 30 minute lesson. Also included with each co-op CD is the latest federal government's information related to CSHA, Teen Workers, Job Safety, Disability Rights and more.

The Classroom Management Toolkit on CD

These packets are designed for students displaying behavior or attitudes that distract from a positive classroom learning environment. Packets provide teachers with resources to address thirty different negative behaviors and attitudes. Packets make excellent after school or homework assignments. Each packet contains approximately five pages of reading material and two pages of questions. 270 pages of material divided into thirty 30 minute lessons.

**Motivation
Tools!**

Student Motivation Packets on CD

Teachers often feel overwhelmed when faced with students who are unmotivated. The task can become less difficult when it is realized that motivation can be boosted by having students work Motivation Packets that focus on what it is that keeps them from achieving to their abilities.

Motivation Packets are administered in the same way as behavior improvement packets: match a student's problem with a packet topic.

Each packet has approximately seven pages of reading material and three pages of questions. Packet lessons culminate with goal-setting exercises, leading the way to improved future actions. The program consists of over 200 pages of material divided into sixteen 30 minute lessons.

Visit our website for FREE samples and survey results from educators! www.advantagepress.com



Packets You Will Receive

The Employee Improvement Program

Job Performance

1. Being on Time
2. Being Flexible
3. Enthusiasm
4. Being Productive
5. Chain of Command
6. Absence from Work
7. Employee Honesty
8. Good Work Habits
9. Personal Use of Company Property

#111 CD

Job Attitude Packets

1. Being Responsible
2. Avoiding Mistakes
3. Following Instructions
4. Taking Suggestions
5. Showing Initiative
6. Proper Grooming
7. Problem Solving
8. Meaning of Work
9. Getting Along with Your Supervisor

#112 CD

Co-Worker Relations Packets

1. Setting a Good Example
2. Being a Team Member
3. Accepting Criticism
4. Doing Your Fair Share
5. Romance at Work
6. Accepting Responsibility
7. Solving Conflicts
8. Being Too Bossy
9. Controlling your Temper
10. Sense of Humor
11. Negative Attitude
12. Taking Advantage of Others
13. Standing Up for What is Right
14. Sexual Harassment

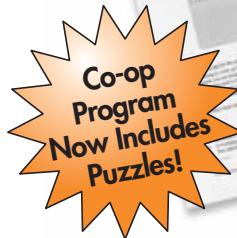
#113 CD

Customer Relations Packets

1. A Good First Impression
2. Using the Telephone
3. How to Listen
4. Follow-Through
5. Having a Positive Attitude
6. Using Good Judgement
7. Proper Use of Humor
8. Good Manners at Work
9. Handling the Difficult Customer
10. Handling Customer Complaints
11. Being Pushy
12. Workplace Discrimination
13. Knowing the Workplace
14. Dealing with Mistakes

#114 CD

Reading Level 8.0



The Motivation Program

Motivation Vol. 1 on CD

1. Coming from Behind
2. Constructive Criticism
3. Value of Cooperation
4. Learning from Failure
5. Getting Ahead
6. Showing Initiative
7. Becoming Involved
8. Finding Meaning at School

#875 CD

Motivation Vol. 2 on CD

1. Standing Up for Yourself
2. The Power of Planning
3. Positive Thinking
4. Taking Responsibility
5. Building Self-Confidence
6. Importance of School
7. Self-Imposed Obstacles
8. Socialization

#876 CD

Reading Level 6.0

Classroom Management Toolkit

Behavior Packets on CD

1. Bothering Others
2. Cheating
3. Disobeying
4. Following Instructions
5. Food/Drink in Class
6. Improper Attire
7. Improper Language
8. Incomplete Work
9. Late to Class
10. Misbehaving for the Sub
11. Missing Work
12. Unprepared
13. Unsafe Actions
14. Untruthful
15. Wasting Time

Attitude Packets on CD

1. Anger
2. Arrogance
3. Bored
4. Defensive
5. Disrespectful
6. Inappropriate Humor
7. Indifference
8. Immaturity
9. Making Fun of Others
10. Refusing to Work
11. Rude Behavior
12. Selfishness
13. Stubbornness
14. Lacking Initiative
15. Unmotivated

Reading Level 7.0

#181 CD

Free Bonus Packets on CD

1. Computer Sabotage
2. Website Problems
3. Inappropriate Emails

#947 CD

Bonus Packets: SPECIAL OFFER!

See order form
for details.

THE
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