



# Workin' with Tradition

**Soft Skills Workforce Success Program**

Instructor Certification Seminar

**October 24-26, 2023**

**Tues-Thurs, 10:00AM - 6:00PM Central**  
Begins 9:00AM Mountain, 8:00AM Pacific

**Live via Zoom with the author**

## **"Workin' with Tradition"**

is a classroom based soft skills training program designed to help individuals of Native American heritage prepare for successful employment on or off the reservation by developing:

- (1) Greater awareness of difficulties faced when seeking employment, especially when home culture conflicts with workplace expectations.
- (2) Greater skill in managing stress, frustration, and anxiety.
- (3) Improved skills for difficult work situations, including time management, communication skills, and logical problem solving.

**"I learned a lot more on how to deal with work, with people, friends, family. Thank you for building my skills."**  
- A.P., job seeker  
Salish Kootenai College, Pablo, MT

## **Instructor Certification**

This 3-day seminar provides all the content knowledge, delivery skills, and instructional materials needed to successfully help challenging job-seekers master vital job-related soft skills.

**\*Materials:** Trainer's Manual with supplements, PowerPoint flash drive, trainer webpage, and starter set of 10 student Workbooks.

### **Are you working with other populations?**

Ask about our 1-hour cross-training to deliver:

- "Workin' It Out" for non-traditional job seekers
- "Makin' It Work" for ex-offenders in transition
- "Beginning to Work It Out" for at-risk youth

## **Registrant Information**

Please print clearly Date \_\_\_\_\_

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Daytime phone: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

## **Costs per person**

**Registration Fee (\$850 /person)** \$ \_\_\_\_\_  
**\$750/person with 5 or more attendees**

**\*Materials (\$0 /person)** **Included**

**† Optional Cross Training** \$ \_\_\_\_\_

Dislocated workers (\$150 with basic materials)

Ex-Offenders (\$150 with basic materials)

At-Risk Youth (\$150 with basic materials)

*† requires 1 additional hour on Day 2, 4:00PM*

**TOTAL DUE** \$ \_\_\_\_\_

**Fax form to (336) 793-3049, or email to CAParese@aol.com.**  
*One confirmed, please mail check payable to "SBP Consulting, Inc." or call Carolyn at 336-406-1283 with MC/Visa payment.*

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**Limited to 12 virtual attendees. Deadline: October 18, 2023 [www.WorkinItOut.com](http://www.WorkinItOut.com)**

Fax form to: (336) 793-3049 or E-mail form to: CAParese@aol.com

## **FAQs about VIRTUAL TRAINING**

To address the need for new Workin' It Out instructors during the COVID-19 pandemic, I have planned a VIRTUAL Instructor Certification Seminar in "Workin' with Tradition," our soft skills program tailored to the needs of Native American job-seekers.

**WHEN?** The 3-day Instructor Certification Seminar is scheduled to begin at **10:00 AM Central Time** (9:00AM Mountain, 8:00AM Pacific), with breaks throughout the day. The first two days will end no later than 6:00PM Central (5:00PM Mountain, 4:00PM Pacific ), and the final day 2.5 hours earlier. Instructors must attend the **entire training** and be fully engaged to be certified.

**VIRTUAL?** The training will be conducted using a **virtual approach**. We strongly recommend (but do not require) that each participant is paired with one or two others in local teams (i.e., 2-3 people per team) for the sake of discussions, activities, and teaching demonstrations.

The class itself will take place over Zoom, led by the author Dr. Steve Parese. Some classroom-based activities will be conducted in local teams to allow for in-person experiences. Each teaching team will be required to prepare and deliver a 50-minute virtual demonstration lesson to the rest of the class, after which they will receive supportive feedback from Dr. Parese and their classmates. At the conclusion of the course, each instructor may be required to pass an online multiple choice test with a minimum score to 80%, after which s/he will receive a signed certificate by e-mail.

**TECHNOLOGY?** Each trainer must have **his/her own** (1) Computer or tablet with a minimum 9" screen; (2) Built-in or USB camera; and (3) Wired or wireless headphones with microphone to avoid feedback or echo. Phones screens are NOT large enough to be effective.

If working in a group, please AVOID projecting a single computer onto a common screen. This makes it difficult to discern individuals or divide into virtual breakout groups, and almost impossible to hear. Individuals may be in a large common room as long as each has a personal headset and microphone to avoid the echo and squeal common to Zoom meetings.

**MATERIALS?** Prior to the training, each new Instructor will receive a full set of instructional materials, including: one (1) Makin' It Work Trainer's Manual, one (1) Makin' It Work PowerPoint flash drive, and a starter set of ten (10) Makin' It Work Workbooks. (Additional workbooks for use with participants must be purchased directly from us.)

**COST?** **\$850/person**, including shipping of all materials listed above one week prior to training. \$100 discount/person with 5+ instructors.

**CROSS-TRAINING?** If you are working with a different population, such as at-risk youth or people with multiple barriers, and this curriculum isn't a perfect fit, we have a solution. After completing this training, you may substitute materials and cross-train in an alternate version at no added cost\*. Cross training requires 1-2 hours per program, and will be completed within 48 hours of the initial training.