Prevocational Training New Jersey DDD Approved Service Provider Curriculum

Services that provide learning and work experiences, including volunteer work, where the individual can develop general, non-job-task-specific strengths and skills that contribute to employability in paid employment in integrated community settings. Services may include training in effective communication with supervisors, coworkers and customers; generally accepted community workplace conduct and dress; ability to follow directions; ability to attend to tasks; workplace problem solving skills and strategies; and general workplace safety and mobility training. Prevocational Training is intended to be a service that participants receive over a defined period of time and with specific outcomes to be achieved in preparation for securing competitive, integrated employment in the community for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. Prevocational Training services cannot be delivered within a sheltered workshop. Support is delivered in a face-to-face setting, either one-on-one with the participant or in a group of two to eight participants.

During job training, participants learn:
- Interpersonal & leadership skills
- Time management
- Workplace safety
- Resume building
- Money management
- Problem solving
- Interviewing
- Acceptable professional conduct

Expect the Exceptional

The Personal Finance/Financial Literacy classes cover the basic elements of personal finance, such as financial planning, budgeting, saving and investing plans, handling credit and managing debt, credit cards, using various financial services, insurance plans, and examining how career choices and lifestyles affect financial plans.

The Computer Applications & Technology classes will introduce basic computer concepts such as computer trends, basic hardware components, understanding of the windows operating system, and understanding of file management systems. The course also encourages the development of skills in keying with speed, accuracy and proofreading as well as knowledge in the formatting of personal and business documents. In addition, students/clients will be provided a basic introduction to the Internet, Internet Safety, and e-mail. Students/clients will also have experience creating a multimedia presentation and documents using the following software: Microsoft PowerPoint, Microsoft Word, Microsoft Publisher, Microsoft Excel, and Google software.

The Career Training, Interpersonal Skills, Life Skills, and Job Interview Skills classes will cover resume creation, interview preparation, career/job searching, time management, organizational skills, and interpersonal skills.

Any questions or to join our Prevocational Training program please call or email today!

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