

## Training for work success

Success on the job depends on the right skills, the right attitude and the best work habits. ProAct's Vocational Services team provides one-on-one customized training to be certain that each day on the job helps build a strong career path.



### Training typically includes:

- ◇ Overall job training specific to the short-term assessment job site.
- ◇ Focused observation to identify specific barriers or challenges that interfere with job success.
- ◇ Behavior evaluation to promote job readiness and potential employment.
- ◇ Ongoing and consistent one-on-one mentoring.
- ◇ Individual coaching to meet specific goals.
- ◇ Greater independence as person progresses.
- ◇ If needed, arrangements can be made for supportive, ongoing training.



## Vocational Assessment elements:

- Most are short term in duration.
- Skills, attitude and social behavior observed.
- Written report summarizes work traits from several job tryouts.
- Recommendations made, based on practice and observation.
- Report serves as important tool for the individual and counselor to determine a career path.
- Training for job searches, resume creation, networking and interviewing.

### Where do I start?

Contact Vocational Rehabilitation Services with the Minnesota Department of Employment and Economic Development (DEED) at 800-328-9095. Find the nearest office online at:

[www.deed.state.mn.us/rehab/offices](http://www.deed.state.mn.us/rehab/offices)

### Transportation support

Transportation is provided to residents of Dakota County and the city of Red Wing. Those living outside Dakota County or Red Wing are covered on a case by case basis.

### Other supports

ProAct can accommodate many needs beyond vocational services including:

- Long term employment followup
- Work-group employment
- Center-based employment
- Day Training and Habilitation
- Adult Day Services



## 25 years of vocational experience

ProAct has offered vocational services for more than a quarter-century. The nonprofit organization has trained thousands of people with disabilities and has served as a catalyst to enhance employment opportunities. More recently, it earned the highest quality rating after a peer review by the Commission on the Accreditation of Rehabilitation Facilities (CARF). This elite status is achieved by only 3 percent of organizations surveyed worldwide.

### ProAct, a history of helping

ProAct has been helping people with disabilities with employment related services and life enrichment skills for nearly 40 years, advancing the goals of promoting inclusion and helping them to live productive and rewarding lives. Thousands of people have received training and have been successfully employed in the community through the 501(c)(3) not-for-profit organization



### Convenient locations



Egan  
3195 Neil Armstrong Blvd.  
Egan, MN 55121  
651-686-0405  
651-289-3167- TTY  
877-245-0405- Toll free

Red Wing  
204 Mississippi Ave.  
Red Wing, MN 55066  
651-388-7108  
888-388-7108- Toll free

Hudson, Wisconsin  
877-245-0405

[www.proactinc.org](http://www.proactinc.org)

# Analysis and Assessment for Work Success



**Work Futures Start Here**



**VOCATIONAL SERVICES**

[www.proactinc.org](http://www.proactinc.org) 877-245-0405

## Customized career help

As advisors and researchers, members of the ProAct Vocational Services team examine elements in the equation of a successful employee and employer matchup. Personal interviews and observations of tasks and behaviors in several work environments provide facts for an objective report.

The multi-talented and complex person is observed in ever-changing and diverse workplace settings. Vocational specialists identify and pinpoint areas of comfort and stress.



Written reports summarize ProAct's observations and recommend additional job skills training, or specific work settings where the individual would find success.

## Vocational Services:

**Job Situational Assessments** – One-on-one work tryouts and feedback on skills, traits, limitations and work readiness.

**Work Adjustment Training** – Intense on the job training in work settings. Skills and behaviors are evaluated and refined over several days. Barriers, limitations and challenges are addressed. Progress is monitored closely, with an emphasis on achieving set goals. Supervisors aid in goal setting.



**Job Coaching** – Ongoing on the job training and support to meet employment goals and guidelines to maintain employment.

**Job Placement/Development** – Individual placement plan created, regular contact and mentoring to secure employment.

**Employment Readiness Training** – Reinforces work attitudes, communication, decision making, attendance and attire. Offers practice interviews and resume help.

## Work opportunities explored

ProAct's Vocational Services department offers work in over 25 settings in the Twin Cities and Red Wing areas, covering multiple industries including, but not limited to:

- Retail grocery, hardware, apparel
- Restaurant and hospitality
- Office and specific professional settings
- Automotive mechanical
- Manufacturing
- Warehousing
- Social Services
- Nonprofit
- Child care

## Skill levels examined

Assessment specialists offer individualized training that's customized to each person's range of work skills. These include:

- Learning style
- Fine motor dexterity
- Gross motor physical skills and strength
- Work endurance
- Social interaction, teamwork and conflict resolution with coworkers
- Following directions and accepting correction from supervisors
- Organizing and prioritizing work responsibilities
- Attention to detail and organization
- Limits for environmental stimuli (i.e. noise, activity and lighting)

## Customized assessments

As needed, assessments for very specific behaviors or work environments are developed.

## Many job functions to explore

- Office work
- Product stocking/processing/placement
- Customer service
- Assembly and packaging
- Cleaning and maintenance
- Cooking and food prep
- Housekeeping and laundry
- Fitting room attendant
- Resident activity assistant
- Child care specialist
- Dining room attendant
- Fulfillment/shipping/receiving
- Human service technician
- Mail processing

The assessment process unveils the individual's potential and teaches understanding and acceptance of a person's abilities and challenges.



Housekeeping



Elderly care



Office and clerical



Electronics



ProAct's employment settings provide perfect environments for a wide range of work task evaluations.



Retail apparel



Restaurant and hospitality



Outdoor environments

