

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

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. ProAct has earned high ratings in peer reviews by the Commission on the Accreditation of Rehabilitation Facilities (CARF).

ProAct, a history of helping

ProAct has been helping people with disabilities with employment related services and life enrichment skills for some 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
1202 Beaudry Blvd.
Hudson, WI 54016
715-410-4216
877-245-0405

www.proactinc.org

Analysis and Assessment for Work Success



Work Futures Start Here



VOCATIONAL SERVICES

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 the 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 trials 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.

Job Seeking Skills Training - Emphasis on resume development and interviewing. Offers practice interview sessions with performance critiques.

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
- Telemarketing

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 services
- Mail processing

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



Housekeeping



Elder care



Customer service



Office and clerical



Packaging/Assembly



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



Retail support



Restaurant and hospitality

