

TRAINING PROGRAMS

Walgreens REDI- Nationwide program provides training and experience to ProAct individuals in a Walgreens store, emphasizing customer service skills.



Cross training in various responsibilities, such as cashiering and stocking, prepares individuals for advancement to additional positions within the store.

CPR- First Aid- Can be required for many positions. First Aid and CPR training, both classroom and demonstration, is provided by certified instructors. Individual support provided as needed.



OPAC- Office Professional Assessment Certificate program teaches computer, keyboarding, and filing skills, and the terminology used in the medical and financial sectors. Customer service and receptionist skills are tested with simulations.



ADDITIONAL SUPPORTS:

Job Seeking Skills Training (JSST)- Job hunts begin with resume writing, job search skills and interview experiences. ProAct works hard to coach, train and provide feedback to make sure the first impression is a good one.

Job Coaching- Ongoing on-the-job training and support is provided to meet employment goals and standards as needed.

Job Retention- After getting the job, ProAct is there to help the individual keep it. Long term support is offered through the Minnesota Extended Employment Program, and includes two on-site visits a month to maintain employment.



DISCOVERY/ CUSTOMIZED

Whether an employment goal is unclear or defined by a specific skill, ProAct starts at the beginning. Interviews of the job seeker, friends and family are performed to better identify interests, passions and preferences to help define an employment goal. Employment options in the community are explored and experienced.

INFORMED CHOICES LEAD TO EMPLOYMENT SUCCESS

(This information is available upon request in alternative languages and formats.)



ProAct is a nonprofit organization dedicated to serving people with disabilities and other challenges with a range of services that enhance employment skills and build individual self-sufficiency. Employers located in and around the Twin Cities area, along the Mississippi River and in southeastern Minnesota and western Wisconsin, will find quality employees, as well as production services for their businesses.

ProAct, Inc.

Eagan
(headquarters)
3195 Neil Armstrong Blvd.
Eagan, MN 55121

Phone: (651) 686-0405 Fax: (651) 686-0312
TTY: (651) 289-3167

Red Wing
204 Mississippi Ave.
Red Wing, MN 55066

Phone: (651) 388-7108 Fax: (651) 388-9223
TTY: (651) 388-2799

Hudson
1202 Beaudry Boulevard
Hudson, WI 54016

Phone: (715) 410-4216 Fax: (715) 381-9814

For contact names and e-mails,
see proactinc.org and [facebook.com/proactinc](https://www.facebook.com/proactinc)

Equal Opportunity Employer



ProAct is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) for employment planning, employee development, organizational and community employment services and community integration.



Programs funded in part by The Greater Twin Cities United Way, United Way of Hastings and the United Way of Goodhue, Wabasha and Pierce Counties.



ProAct, Inc. is a 501(c)(3) not-for-profit organization with more than 40 years of experience.

WORK FUTURES START HERE



Assessment,
training and
placement to find
a career match



VOCATIONAL SERVICES

VOCATIONAL SERVICES

Work Adjustment Training

Individual work habits and skills are observed to determine improvements that may lead to job success. Coaches provide specific feedback and training to improve long term employment.

Resume and Interview Training

Individual sessions are scheduled to update or create resumes. Trainers provide instruction and role play experiences to improve interviewing and presentation skills.

Job Coaching

On the job feedback helps individuals build on successful work habits.

Job Placement

After the work assessment, employment options are developed that fit the individual's interests, background and skill level. Transportation concerns are addressed and options planned.



individualized services

ProAct skilled staff will facilitate communication in a variety of ways to provide the best assessment and training.

WORK ASSESSMENTS

ProAct's Eagan, Red Wing and Hudson locations provide actual work sites for job seekers to complete tasks for the purpose of skill evaluations by a vocational observer. ProAct's range of work assessment sites allow a variety of vocational settings for this evaluation. Assessment locations include these work situations:

- retail, grocery, hardware, and apparel stocking
- restaurant/ dishwashing/ food preparation
- office clerical and receptionist
- document preparation and scanning
- automotive mechanics
- assembly and packaging
- bulk mailing
- social services
- warehousing
- animal care
- janitorial
- childcare
- cashiering/ customer service



retail stocking



animal care

ADDITIONAL SERVICES

- Transportation to and from assessment
- One-to-one assessment and coaching
- DHS background checks
- Community job try-outs
- Advanced office skills training
- Additional work sites developed upon request



hardware store



retail customer service



hotel service and janitorial



animal care



document preparation and scanning