



**Critical Choices** provides trainers, employment counselors and case workers with an innovative tool for improving job search, placement and retention. This easy-to-use online learning system helps users strengthen their decision-making and career planning skills with minimal cost and less staff resources. It can be an excellent stand-alone learning tool or can supplement instruction and coaching in workforce development, adult basic education, or youth career counseling settings.



### Career Planning Support for Everyone

Designed to support low-skilled job candidates, the four-module program leads users through a flexible series of 15 self-paced chapters that engage them for roughly 20 hours of learning. These exercises help them find clarity in their career goals and establish a realistic action plan they can use with their career counselors.

### Critical Choices Modules

#### Who Am I?

- Needs, wants & values
- Aptitudes and skills
- Challenges and supports
- Learning styles & intelligences

#### How Do I Get There?

- Job search methods
- Job prospects & networks
- Applications & resumes
- Successful interviews

#### Where Am I Going?

- Possible career areas
- Decision-making models
- Financial goals
- Career objectives

#### How Do I Stay There?

- Positive attitude
- Time & stress management
- Communication skills
- Conflict resolution

## Critical Choices Features

- Dynamic, interactive modules
- Video and slide formats for multiple forms of learning
- In-depth self-assessment gives users immediate feedback
- Online group discussions extend learning in a productive job-like environment
- Links to other Web resources for occupational exploration
- Downloadable participant and facilitator guidebooks for easy reference
- Ongoing help desk support helps facilitators quickly get up to speed
- Additional facilitator training available to support customization to fit within your program

## Why Critical Choices?

- Focused on decision-making and critical-thinking skills
- Builds job skills for using Web-based learning
- Targeted to help users with reading levels as low as 6<sup>th</sup> grade
- Reinforces English skills for non-native speakers
- Strengthens users' job interview and communications skills

## Based on Successful Programs

Critical Choices builds on the successful curriculum of Training, Inc., a workforce development organization and best-practice advocate recognized for its high job placement and job retention results for more than 30 years. The product was created through collaboration between the *YMCA Alliance of Metropolitan Chicago, Training, Inc. National Association, and Northern Illinois University*, funded by a grant from the U.S. Department of Education.

This course can be a great workforce development feature to add to your ABE, youth or job readiness program. Innovations like this are critical for building skills and putting those in need on the path to self-sufficiency.

## Get Started Quickly – It's Easy and Affordable

Critical Choices is accessed by your users via the Internet (which keeps the cost low) and does not require additional hardware or software. All your users need is an individual e-mail account and an access ID, and they can begin a critical step in their career journey. User IDs are priced at \$20 for a six-month access period. You pay only for the number of users you authorize, with a minimum of 10 users. The improvements in placement and job retention have far greater benefit to your organization to easily offset the nominal cost.

**For more information**, contact Carolyn Leffler at [carolyn@traininginc-indy.org](mailto:carolyn@traininginc-indy.org) or 317-264-6740, ext 19. Additional information and a demo are also available online at [www.traininginc.org](http://www.traininginc.org).

*“Critical Choices not only helps our trainees manage their career, it helps them manage their life!”*

Critical Choices Facilitator, Indianapolis, IN



317-264-6740  
[www.traininginc.org](http://www.traininginc.org)



*“Critical Choices is excellent – the most comprehensive piece I’ve ever worked with!”*  
TANF Programs  
Supervisor, KV Works  
South Bend, IN

*“Critical Choices is a tremendous resource for staff and customers. It has become an integral part of our operations.”*  
Workforce Development  
Department, Essex  
County College  
Newark, NJ

*“Critical Choices gave me insight on what I need and don’t need in a job environment. I really liked the journal!”*  
Critical Choices user,  
Indianapolis, IN