



**Wednesday - Friday**

**9:00AM - 5:00PM Eastern**

# “Workin’ It Out”

Soft Skills Training for Challenging New Workers

Instructor Certification Seminar

## January 22-24, 2025

Live via Zoom @ 9:00AM Eastern

*Deadline: Thursday, January 16, 2025*

### “Workin’ It Out”

is a classroom based soft skills training program designed to help challenging individuals prepare for employment by developing:

- (1) Self-awareness of personal beliefs that conflict with workplace expectations.
- (2) Communication skills for difficult situations.
- (3) Problem solving skills to identify goals and avoid assumptions.

**“I loved how organized the workshop was. Having the chance to teach -- although scary -- was very helpful and I liked the feedback session. I learned a great deal on how to engage my clients and how to present the material effectively.”**

*Lisa Wright, Workforce Development Specialist  
Iowa WORKS, Cedar Rapids, IA*

### Instructor Certification

This 3-day virtual seminar provides all the content knowledge, delivery skills, and instructional materials needed to successfully help challenging job-seekers master vital job-related soft skills.

**\*Materials:** Trainer’s Manual with supplements, PowerPoint flash drive, trainer webpage access, and starter set of 10 workbooks.

#### **† Are you working with challenging populations?**

**Ask about our 1-hour cross-training to deliver:**

- “Makin’ It Work” for ex-offenders in transition
- “Learning to Work It Out” for TANF recipients
- “Beginning to Work It Out” for at-risk youth

### Registrant Information

*Please print clearly*

*Date* \_\_\_\_\_

Name 1: \_\_\_\_\_

Email 1: \_\_\_\_\_

Name 2: \_\_\_\_\_

E-mail 2: \_\_\_\_\_

Agency: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Daytime phone: (\_\_\_\_\_) \_\_\_\_\_

### Costs per person

**Registration Fee (\$850/person)** \$ \_\_\_\_\_

\$100/person discount for 5+ participants.

**\*Materials (\$0 /person)** **Included**

**TOTAL DUE** \$ \_\_\_\_\_

**Fax form to (336) 793-3049, or email to SBParese@aol.com.**  
*Please mail check payable to “SBP Consulting, Inc.” or  
[Register and pay online HERE.](#)*

**Dr. Steve Parese SBP Consulting, Inc.**  
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office (336) 406-1083 fax (336) 793-3049  
EIN: 56-2159451 SBParese@aol.com

Still 8 open slots for this training

Deadline: Jan 16, 2025

[www.WorkinItOut.com](http://www.WorkinItOut.com)

Fax form to: (336) 793-3049 or E-mail form to: SBParese@aol.com

## **FAQs about this VIRTUAL TRAINING**

To address the need for new instructors in the WIO programs, I have planned a “live via Zoom” VIRTUAL Instructor Certification Seminar in Workin’ It Out.

**WHEN?** The 3-day Instructor Certification Seminar is scheduled to begin at **9:00 AM Eastern (8:00 AM Central)**, with breaks throughout the day. Instructors must attend the **entire training** and be fully engaged to be certified. Please adjust demands on your time accordingly.

**VIRTUAL?** The training will be conducted using a **virtual approach**. We strongly recommend (but do not require) that each participant is paired with one or two others in local teams (i.e., 2-3 people per team) for the sake of discussions, activities, and teaching demonstrations.

The class itself will take place over Zoom, led by the author Dr. Steve Parese. Some classroom-based activities will be conducted in local teams to allow for in-person experiences. Each teaching team will be required to prepare and deliver a 50-minute virtual demonstration lesson to the rest of the class, after which they will receive supportive feedback from Dr. Parese and their classmates. At the conclusion of the course, each instructor may be required to pass an online multiple choice test with a minimum score to 80%, after which s/he will receive a signed certificate by e-mail.

**TECHNOLOGY?** Each trainer must have **his/her own** (1) Computer or tablet with a minimum 9" screen; (2) Built-in or USB camera; and (3) Wired or wireless headphones with microphone to avoid feedback or echo. Phones screens are NOT large enough to be effective.

If working in a group, please **AVOID** projecting a single computer onto a common screen. This makes it difficult to discern individuals or divide into virtual breakout groups, and almost impossible to hear. Individuals may be in a large common room as long as each has a personal headset and microphone to avoid the echo and squeal common to Zoom meetings.

**MATERIALS?** Prior to the training, each new Instructor will receive a full set of instructional materials, including: one (1) Workin’ It Out Trainer’s Manual, one (1) Workin’ It Out PowerPoint flash drive, and a starter set of ten (10) Workin’ It Out Workbooks. (Additional workbooks for use with participants must be purchased directly from us.)

**COST?** **\$850/person**, including shipping of all materials listed above one week prior to training. \$100 discount/person with 5+ instructors.

**CROSS-TRAINING?** If you are working with a different population, such as at-risk youth or people with multiple barriers, and this curriculum isn’t a perfect fit, we have a solution. After completing the Workin’ It Out training, you may substitute materials and cross-train in an alternate version at no added cost\*. Cross training requires 60-90 minutes per program, and will be completed within 48 hours of the initial training.

*\*Cross-training is free for those who wish an alternate version INSTEAD of Workin’ It Out. If you wish to ADD other programs to your Workin’ It Out certification, the cost is \$150/person/program, including basic materials.*