



# Soft Skills Training: A Workbook to Develop Skills for Employment

By Frederick H. Wentz

Download now

Read Online ➔

## Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz

I was hired by a major university to teach recently released offenders how to become employed. I walked into my first class intending to follow the lead of all the other job training programs in the city, which was teaching the students to properly fill out applications, write resumes, facilitate mock interviews, and locate employment opportunities. After the first couple of classes, most of the students were either not paying attention or sleeping. I quickly realized my presentation needed to be interesting, challenging, beneficial, and actually guide the participants on how to remain employed. However, I was unable to find any published material for teaching new hires the soft skills necessary to keep a job. This workbook is a compilation of the soft skills class material I have developed over an eighteen year period. I have used this material with great success and have taught soft skills in schools, inner-city church programs, nonprofits, and government funded job training programs. It is a unique collection of essays, exercises, quotes, and maxims that will give students a realistic perspective on work-related expectations and the expectations of the supervisors who hire them. It will help students develop their problem solving skills, guide them in making appropriate decisions, and create a desire to plan out goals and achieve them. The workbook style is challenging and playful, serious and engaging and a stepping stone to developing the cognitive skills necessary to quash unproductive thinking and self-defeating emotional behaviors.

 [Download Soft Skills Training: A Workbook to Develop Skills ...pdf](#)

 [Read Online Soft Skills Training: A Workbook to Develop Skill ...pdf](#)

# Soft Skills Training: A Workbook to Develop Skills for Employment

*By Frederick H. Wentz*

**Soft Skills Training: A Workbook to Develop Skills for Employment** By Frederick H. Wentz

I was hired by a major university to teach recently released offenders how to become employed. I walked into my first class intending to follow the lead of all the other job training programs in the city, which was teaching the students to properly fill out applications, write resumes, facilitate mock interviews, and locate employment opportunities. After the first couple of classes, most of the students were either not paying attention or sleeping. I quickly realized my presentation needed to be interesting, challenging, beneficial, and actually guide the participants on how to remain employed. However, I was unable to find any published material for teaching new hires the soft skills necessary to keep a job. This workbook is a compilation of the soft skills class material I have developed over an eighteen year period. I have used this material with great success and have taught soft skills in schools, inner-city church programs, nonprofits, and government funded job training programs. It is a unique collection of essays, exercises, quotes, and maxims that will give students a realistic perspective on work-related expectations and the expectations of the supervisors who hire them. It will help students develop their problem solving skills, guide them in making appropriate decisions, and create a desire to plan out goals and achieve them. The workbook style is challenging and playful, serious and engaging and a stepping stone to developing the cognitive skills necessary to quash unproductive thinking and self-defeating emotional behaviors.

**Soft Skills Training: A Workbook to Develop Skills for Employment** By Frederick H. Wentz  
**Bibliography**

- Sales Rank: #372202 in Books
- Brand: Brand: CreateSpace Independent Publishing Platform
- Published on: 2012-05-14
- Format: Large Print
- Original language: English
- Number of items: 1
- Dimensions: 11.00" h x .83" w x 8.50" l, 1.89 pounds
- Binding: Paperback
- 368 pages

 [Download Soft Skills Training: A Workbook to Develop Skills ...pdf](#)

 [Read Online Soft Skills Training: A Workbook to Develop Skill ...pdf](#)

## **Editorial Review**

### **Users Review**

#### **From reader reviews:**

##### **Mary Ybarra:**

What do you with regards to book? It is not important with you? Or just adding material when you need something to explain what your own problem? How about your extra time? Or are you busy particular person? If you don't have spare time to perform others business, it is give you a sense of feeling bored faster. And you have spare time? What did you do? Everybody has many questions above. They have to answer that question since just their can do that. It said that about reserve. Book is familiar on every person. Yes, it is correct. Because start from on guardería until university need this Soft Skills Training: A Workbook to Develop Skills for Employment to read.

##### **Mary Barker:**

This Soft Skills Training: A Workbook to Develop Skills for Employment book is simply not ordinary book, you have after that it the world is in your hands. The benefit you will get by reading this book is actually information inside this publication incredible fresh, you will get info which is getting deeper anyone read a lot of information you will get. That Soft Skills Training: A Workbook to Develop Skills for Employment without we comprehend teach the one who looking at it become critical in contemplating and analyzing. Don't always be worry Soft Skills Training: A Workbook to Develop Skills for Employment can bring once you are and not make your case space or bookshelves' turn out to be full because you can have it within your lovely laptop even mobile phone. This Soft Skills Training: A Workbook to Develop Skills for Employment having good arrangement in word along with layout, so you will not truly feel uninterested in reading.

##### **Steven Resnick:**

The book untitled Soft Skills Training: A Workbook to Develop Skills for Employment contain a lot of information on it. The writer explains the girl idea with easy approach. The language is very clear and understandable all the people, so do not really worry, you can easy to read the item. The book was authored by famous author. The author brings you in the new era of literary works. You can actually read this book because you can read more your smart phone, or product, so you can read the book with anywhere and anytime. If you want to buy the e-book, you can open up their official web-site and order it. Have a nice study.

##### **Jose Gower:**

Book is one of source of expertise. We can add our information from it. Not only for students but

additionally native or citizen require book to know the revise information of year to be able to year. As we know those books have many advantages. Beside we all add our knowledge, can bring us to around the world. From the book Soft Skills Training: A Workbook to Develop Skills for Employment we can acquire more advantage. Don't you to definitely be creative people? For being creative person must want to read a book. Just simply choose the best book that ideal with your aim. Don't become doubt to change your life with that book Soft Skills Training: A Workbook to Develop Skills for Employment. You can more pleasing than now.

**Download and Read Online Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz #PHJ8WYN019C**

## **Read Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz for online ebook**

Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz books to read online.

### **Online Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz ebook PDF download**

#### **Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz Doc**

Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz Mobipocket

Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz EPub

PHJ8WYN019C: Soft Skills Training: A Workbook to Develop Skills for Employment By Frederick H. Wentz