



Soft Skills Training: A Workbook to Develop Skills for Employment

By Frederick H. Wentz

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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.

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