



# **Transitions**

*life skills for personal success*

Demo Disk 080808

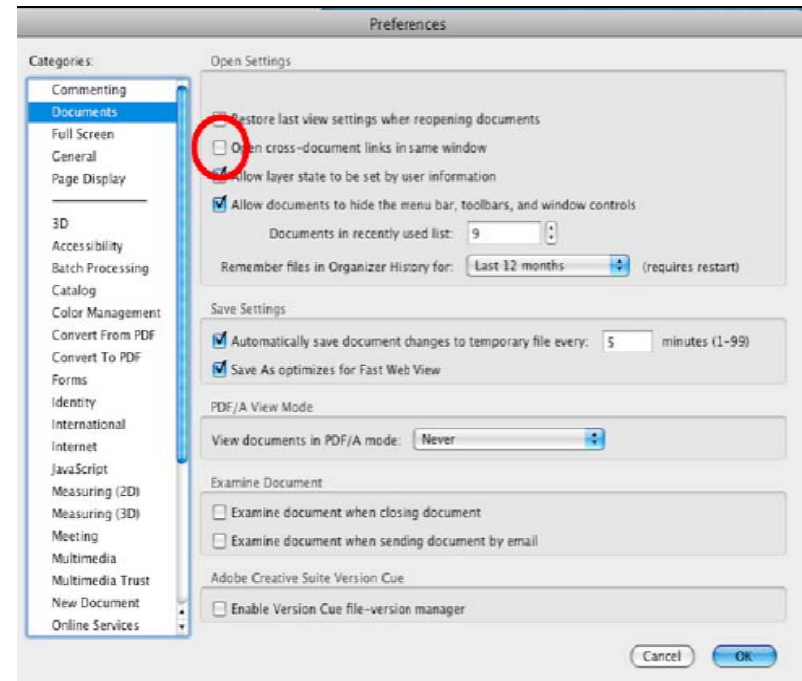
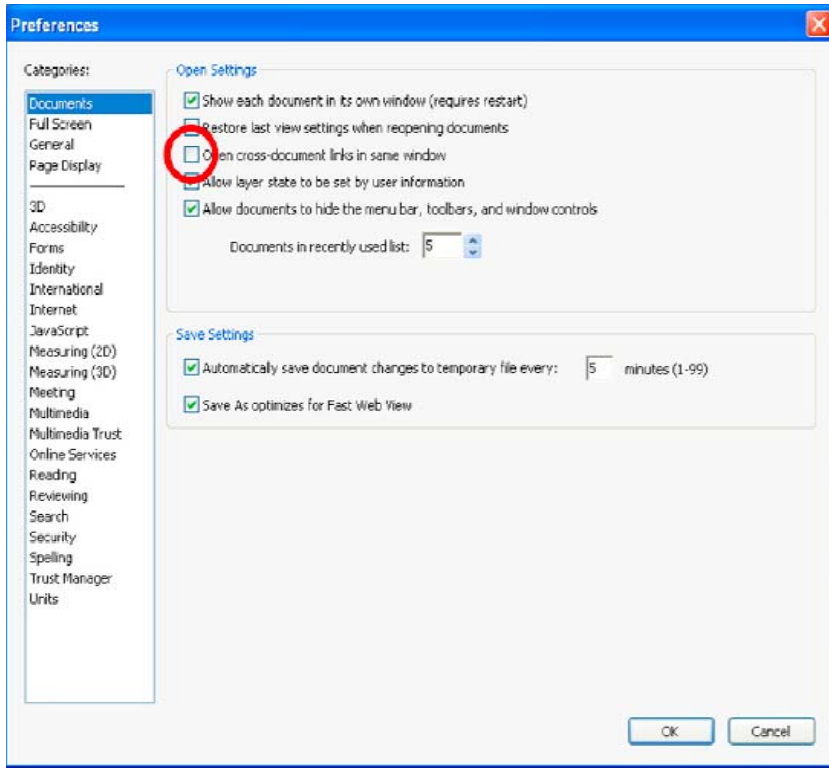
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**Important:** The modules will be in PDF format. It is recommended that you change your Adobe Reader preferences (see below) to allow PDF links to open in new windows. If you opt not to do this, you can navigate to previous pages by typing Alt+Left Arrow (Command+Left Arrow for Mac users).

To view the WMV (video) files on Mac OS X, download and install this Free WMV QuickTime plugin.



Windows: Access preferences from the EDIT menu or type Control+K

Mac Users: Access preferences from the Acrobat menu or type Command+”,”.

# This demo CD contains two full running lessons. The complete version contains 60 lesson titles.

The following two titles are available for demo purposes:

- Self Improvement 7 (Leadership)
- Career Preparation 1 (Informational Interviews)

**Also visit our web site for more information.**

**[www.ptcsi.com](http://www.ptcsi.com)**

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**You may also wish to try our free interest self assessment:**

- **Go to <http://elements.ascl.info>**
- **Click on “Know Thyself Self Assessment”**
- **Enter your name**
- **Start Assessment**

**This unique tool helps align your:**

- **Interests**
- **Skills and abilities**
- **Values and needs**

**The assessment then creates a personal long-term career objective statement.**

Please select a module  
to view lesson titles:

**\*\*Self Improvement Skills\*\***

Communication Skills

Interpersonal Skills

**\*\*Career Preparation Skills\*\***

On the Job Skills

**\*\* Demo Lessons can be found only in  
Self Improvement Skills and Career Preparation Skills.**

# Self Improvement

The following lessons are found in this module:

**Lesson 7** is available for demo purposes

1. Find direction from someone who is lost: The Drifter
2. Know Thyself: Identifying skills for an attainable career objective
3. What do you want to be when you grow up: Mapping long-term perspectives
4. The ABC's of dressing for success: Always be conservative
5. Get your feet off the table, an stop slurping your soup: Business etiquette in the workplace
6. The first stage of success is just showing up: Proper workplace attendance
7. \*\*\*\*What's your style: Developing your leadership style-Part 1 \*\*\*\*
8. What's your style: Developing your leadership style-Part 2
9. There is no "I" in Team: Learning to contribute effectively to team – Part 1
10. There is no "I" in Team: Learning to contribute effectively to team – Part 2
11. Working hard or hardly working: Defining your work ethic
12. First impressions only happen once: Make them great

# Career Preparation

The following lessons are found in this module:

**Lesson 1** is available for demo purposes

1. \*\*\*\*Can we talk: How to use informational interviews to your advantage\*\*\*\*

2. Accomplishment and complement: The power of a cover letter

3. Resume Writing: Get your foot in the door a–part 1

4. Resume Writing: Get your foot in the door –part 2

5. The 3 “P’s” of acing an interview: Prepare, practice, perform

6. Why should I hire you: Interviewing for success

7. Do lunch or be lunch: Networking on the job –part 1

8. Do lunch or be lunch: Networking on the job –part 2

9. Apply yourself and get the job: Applications are the first critical step –part 1

10. Apply yourself and get the job: Applications are the first critical step –part 2t

11. Work is about money and efficiency: Being bottom-line oriented –part 1

12. Work is about money and efficiency: Being bottom-line oriented –part 2

# Communication

The following lessons are found in this module:

**There are no lessons available in this module for demo purposes.**

- 1. Anger is one letter short of danger: Controlling your emotions**
- 2. The wisest people don't have all the answers: Learn to say, "I don't know"**
- 3. Say what: The fine art of listening – Part 1**
- 4. Say what: The fine art of listening – Part 2**
- 5. Work is about managing chaos: Dealing with ambiguity**
- 6. If I've told you once, I've told you a thousand times: How to take advice and make results**
- 7. Learning how to be persuasive: Using passion and past performance to make your case -part 1**
- 8. Learning how to be persuasive: Using passion and past performance to make your case -part 2**
- 9. What you say is what you are: Workplace verbal communication**
- 10. What you know about who you know: Network your way to career success**
- 11. The customer is always right: Effective customer service skills –Part 1**
- 12. The customer is always right: Effective customer service skills –Part 2**

# Interpersonal

The following lessons are found in this module:

**There are no lessons available in this module for demo purposes.**

- 1. Business Survival: Building a good relationship with your employer or instructor**
- 2. R-E-S-P-E-C-T: Cultural sensitivity**
- 3. Cultural awareness: Knowing not to cross the line**
- 4. Opportunities are created, not handed out: Make something out of nothing**
- 5. Legends in their own mind: Dismantling arrogance in the workplace –part 1**
- 6. Legends in their own mind: Dismantling arrogance in the workplace –part 2**
- 7. For every action there is an equal reaction: Giving and receiving negative criticism**
- 8. Corporate cultures: Learning how to fit in**
- 9. There are two sides to every story: The art of compromising**
- 10. Time is a tyrant: Managing it is a key to success –part 1**
- 11. Time is a tyrant: Managing it is a key to success –part 2**
- 12. Attitude adjustments: Do you need an overhaul or just a tune-up**

# On the Job

The following lessons are found in this module:

**There are no lessons available in this module for demo purposes.**

1. **Shaking hands and kissing babies: Politics is a reality in the workplace –part 1**
2. **Shaking hands and kissing babies: Politics is a reality in the workplace –part 2**
3. **Go with your gut: Following your instincts in the workplace**
4. **Meeting Etiquette: What really happens behind closed doors –part 1**
5. **Meeting Etiquette: What really happens behind closed doors –part 2**
6. **You owe me: The myth about workplace entitlement –part 1**
7. **You owe me: The myth about workplace entitlement –part 2**
8. **You owe me: The myth about workplace entitlement –part 3**
9. **Juggling plates and spinning bananas: The importance of learning multitasking**
10. **How do you act when no one is looking: Integrity –part 1**
11. **How do you act when no one is looking: Integrity –part 2**
12. **Talk the talk and walk the walk: Consistency in the workplace –part 1**
13. **Talk the talk and walk the walk: Consistency in the workplace –part 2**

*Transitions*® is easy to implement because it is laid out in a teacher friendly step-by-step guide for teachers and paraprofessionals. *Transitions*® relies on teachers adopting the roles of teaching coaches to help students discover what they believe and how they behave and interact with others.

Students do not form new attitudes or change behaviors by simply reading a passage and then answering multiple choice questions. They also do not respond well to being told what to think or how to act by an adult figure. Students form attitudes and modify behavior by interacting with their peers in a safe and guided environment. This type of environment is exactly what *Transitions*® was developed to encourage.



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**Start making a difference Today!**

**Contact PrimeTime C.S.I.  
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