

## Essential Skills

# Transition Programs

Transition programs at Great Oaks are designed to provide students with disabilities opportunities to learn/gain work experience in the classroom and community. The goal of Great Oaks transition programs is community competitive employment.

### Transition Programs at Great Oaks

Program	Location
CareerX	Diamond, Laurel, Live
Project SEARCH	Cincinnati Children's Hospital
Project SEARCH	Fifth Third Bank – Madisonville Operations Center
Project SEARCH	Xavier University

### Next Ready Skills

Each career path has a specific set of skills/abilities that employees need for success in the industry. It is recommended that students have, are developing or can develop the skills/abilities listed below.

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| Effective Communicator | <ul style="list-style-type: none"> <li>Express/explain thoughts/ideas appropriately individually and in groups</li> <li>Write/type/record information (use computer for communication)</li> <li>Listen and relay accurate information in written/verbal manner</li> <li>Social communication (appropriate social media/workplace conversations)</li> <li>Work with others/maintain professional relationships/use appropriate behaviors</li> </ul> |
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| Critical Thinking | <ul style="list-style-type: none"> <li>Follow sequenced activities accurately</li> <li>Work with supervision and fade to independent work</li> <li>Ask for help as needed to help build independence</li> <li>Identify problems and independently try to solve them before asking for help</li> </ul> |
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| Adaptable Navigator | <ul style="list-style-type: none"> <li>Connects/networks with industry professionals</li> <li>Respond positively/adapt to changes in work</li> <li>Anticipate employer/customer needs and respond accordingly</li> <li>Navigate a workplace (crossing streets/going to different buildings/use basic maps)</li> <li>Maintain awareness of surroundings</li> </ul> |
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| Accountable Employee | <ul style="list-style-type: none"> <li>Employability skills (be on time/workplace attire/hygiene/stamina to work all day)</li> <li>Follow ethical work practices including honesty/trustworthiness</li> <li>Participate in class/lab activities/discussions/teamwork</li> <li>Complete tasks in a timely manner and leave work area organized/neat</li> </ul> |
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| Skilled Professional | <ul style="list-style-type: none"> <li>Investigate career opportunities (apply/interview/follow-up with employers)</li> <li>Prioritize a list of tasks (identify a completion sequence)</li> <li>Develop a career path plan</li> <li>Respond to critique positively/revise work based on feedback</li> </ul> |
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### Technology and Software

All career & technical education programs utilize various software and industry-specific equipment to prepare students for their careers. Students will independently access and use various online resources, technology, and equipment.

Here is an overview of key online and computer technology used in this pathway:

Vendor	Software/Learning Management System
Site-specific software	Business training software, clock-in/out, proprietary software
Microsoft Office/Google Suite	Word processing, email, presentation software, spreadsheets
Internet Browsing	Conduct career-related independent and group research

## Industry Credentials/Certifications/Regulatory Training

Credentials/certifications demonstrate knowledge and skills. They are typically earned by successfully completing an exam or skill-related training program. Exams are developed by industry professionals, not high school educators, and are used to verify that students have the skills needed for work.

Students can earn industry credentials/certifications while at Great Oaks. Available accommodations are subject to vendor and/or State of Ohio approval. Some credential/certification exams do not allow any accommodations. Contact campus Intervention Specialist for the most up-to-date permitted accommodations.

Permitted accommodations may include:

Extended time

Read-aloud/translation services

## Transition Planning

Transition programs at Great Oaks offers students an opportunity to work with transition support organizations.

Opportunities for Ohioans with Disabilities (OOD)

- OOD supports students with disabilities in skill assessment, identifying career interest, job training support and finding/keeping a job.

County Boards of Developmental Disabilities (DD)

- Ohio's county boards of developmental disabilities provide assessment, service planning, and coordination to adults and children with developmental disabilities, as well as oversight and assistance to service providers.

Other adult service agencies

- Great Oaks intervention specialists and career tech instructors maintain relationships with other agencies that support students looking for work.

## Additional Pathway Considerations

Some career pathways have additional standards students must meet to fully participate in Great Oaks programs. Transition programs at Great Oaks have additional recommendations to fully experience learning opportunities and earn industry credentials/certifications.

Academic strengths

- Math (basic operations/fractions/percents/sense of time/basic financial literacy)
- Oral/written communication
- Use Microsoft/Google business software

Safety

- Work safely with electronic equipment (printers/computers)
- Work safely with sharp tools (cutting tools/equipment)
- Understand confidentiality/privacy standards (print/digital)
- Situational awareness (crossing streets/safe communication with strangers)
- Some worksites require vaccination (COVID and flu vaccine)

Career expectations

- Follow/comply with all jobsite requirements
- Provide quality customer service
- Use task-specific equipment (computers/tablets/small tools)
- Follow clerical procedures/systems for filing/organizing/delivering items
- Use computer equipment for email/managing file/attendance/tracking items
- Keep accurate records of work/tasks completed
- Demonstrate employability skills (be on time/workplace attire/stamina at work)
- Arrange objects/documents into patterns/sequence/alpha-numeric order
- Distinguish details/differences visually (sounds/colors/patterns)
- Perceive distance/depth of objects in space
- Sit/stand/walk for extended times (depending on work task)
- Use office/kitchen/maintenance equipment safely
- Fine motor skills (assemble items/grasp objects/use small equipment/tools)
- Lift and carry objects (up to 25 pounds)