

RTC Faculty Focus

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Renton Technical College

Preparing Students for the Workplace

Teaching students program-specific subject content is not enough. Students need to learn workplace skills in order to get hired and stay hired. Here are some websites from the University of Hawaii that might be helpful:

Compares the traditional classroom with today's work environment

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/workenvi.htm>

Seven core workplace abilities in the national spotlight

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/cor-abil.htm>

Popular SCANS report outlining necessary workplace skills

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/scans.htm>

Workplace habits rating scale

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/ABRPrate.htm>

Workplace skills assessments worksheet

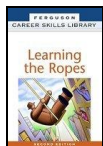
<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/BSrate.htm>



Lots of RTC Library Materials on Preparing Students for the Workplace

Call the RTC Library at ext. 2331 or visit <http://rtc.edu/library> for more info about materials on this topic.

Books



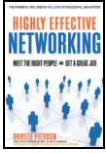
Learning the Ropes. New York: Ferguson, c2004. Includes fitting into the job, your first day, dealing with people, your employee rights and obligations, and resolving problems. Call number: **650.1 LEARNIN 2004r**



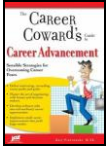
Madison, David. **Report from the Front Lines: Job Hunters and Career Coaches Tell You How to Have a Successful Search.** Clifton Park, NY: Thomson Delmar Learning, c2007. Call number: **650.14 MADISON 2007**



Morem, Susan. **How to Get a Job and Keep It: Career and Life Skills You Need to Succeed.** New York: Ferguson, 2007. Call number: **650.14 MOREM 2007**



Pierson, Orville. **Highly Effective Networking: Meet the Right People and Get a Great Job.** Franklin Lakes, NJ: Career Press, c2009. Call number: **650.14 PIERSON 2009**



Piotrowski, Katy. **The Career Coward's Guide to Resumes: Sensible Strategies for Overcoming Job Search Fears.** Indianapolis, IN: JIST Works, c2008. Call number: **650.142 PIOTROW 2008**



Reeves, Ellen Gordon. **Can I Wear My Nose Ring to the Interview?: the Crash Course: Finding, Landing, and Keeping Your First Real Job.** New York: Workman Pub., c2009. Call number: **650.144 REEVES 2009**

DVDs



The Best 10 ¼ Tips for People with a Not So Hot Past. Learn how to prepare for an interview and how to present yourself in the best way possible. Call Number: **MEDIA 650.144 BEST-10 2000**



Get Ready in Your Job. Learn several things that can be done prior to the first day on the job to ensure success. Call number: **MEDIA 650.14 GET-R 2006i**



Get Going on Your Job. Starting a new job can create anxiety and stress. Managing stress levels and having healthy relationships with coworkers is essential for success. Following these simple steps, and developing 'soft skills,' people can excel at their jobs. Call Number: **Media 650.14 GET-G 2006o**



Landing a Job in the Trades. Learn how to create a resume and compose a cover letter, how to behave during an interview, and how to follow up with a thank-you letter. Call Number: **Media 690.023 LANDING 2006j**



Resumes: a How-to Guide. An introduction to resume-writing for students with little or no job experience. Call Number: **MEDIA 650.142 RESUMES 2008h**

We Need Your Contributions and Suggestions!

In upcoming months we plan to feature info about **instructional technology** and **curriculum development**. Contact newsletter editor, [Debbie Crumb](mailto:Debbie.Crumb@rtc.edu), with your tips, websites and suggestions. To access past issues, go to the Library's website at <http://rtc.edu/library>, click on **Services and Information**, then **Library Publications**, then **Recent issues published by RTC Library**, and finally on the desired format (**PDF** or **Word**).



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