WinAt-Work® Program Quick Guide

WinAt-Work Training Courses

WinAt-Work® consists of four core curriculum modules on fundamental employability "soft skills." WinAt-Work's engaging and fun design features dozens of actors and hundreds of video scenarios requiring non-stop learner interaction. Minimal reading level (4-6 grade-level) is required. Student Guides are available as downloadable print-outs. There is a pre-test before each module that is only offered once. There is a post-test (self assessment exercise) that is offered at the end of each module. The student can take the post-test as many times as desired or needed to reach desired outcomes.

- Interviewing
- Good Work Habits
- Getting Along
- Getting Ahead
- Game/Simulation Modules: Interviewing, The Good Moves Game, Communication Game

Module Details

The core content modules play in "Video" mode unless "Stills" mode is selected by student (for slower Internet connections).

Interviewing
Approximate time: 45 minutes

- Getting Organized: child care, transportation, clothes, sleep, preparation
- Last Minute Details: appearance, arrival, what to do
- Beginning an Interview: greeting, handshake, being seated, behavior
- What to Say: positive attitude, correct information, brevity, calmness, manners, eye contact
- Simulated Interview: respond to interviewer's questions
- Student Guide Downloadable at site
- Number of Pre-Test Questions (13)
- Number of Post-Test Questions (13)

Good Work Habits
Approximate time: 90 minutes

- Importance of Good Work Habits: introduction
- Starting a New Job: rules and policies, orientation
- Good Work Habits: organization, neatness, lateness, absence
- Good Moves Game: recognize employees' mistakes at work
- Student Guide Downloadable at site
- Number of Pre-Test Questions (16)
- Number of Post-Test Questions (16)

Getting Along
Approximate time: 90 minutes

- Effective Communication: definition, guidelines, body language
- Good Relationships: supervisors, co-workers, public
- Your Attitudes Show: openness, motivation, loyalty
- Communicating on the Job: giving directions, listening, phone messages
- Health Habits and Work: eating, rest, exercise, drugs
- The Communication Game: solve a pizza delivery problem
- Student Guide Downloadable at site
- Number of Pre-Test Questions (12)
- Number of Post-Test Questions (12)

Getting Ahead
Approximate time: 30 minutes

- Steps for Getting Ahead: motivation, goal setting, planning
- Getting a Promotion: action steps, what to do and what not to do
- Job Changes: reasons, advantages and disadvantages, resigning
- Handling a Job Loss: layoff, being fired, action steps
- Student Guide Downloadable at site
- Number of Pre-Test Questions (13)
- Number of Post-Test Questions (13)

Game (Simulation) Module Details
Approximate time: 10 to 15 minutes each

These modules play only in "Video" mode and require a fast Internet connection.

Interviewing
The Good Moves Game
Communication Game

At the end of each simulation game module, students find out how they did, hear explanations about their choices, and have a chance to play the game again.

Certification/Completion Exam
The Certification Exam is available on the student's menu. This exam has a total of 30 questions, with some questions drawn from each module. There is a time limit of 45 minutes for the exam. The passing score is 85 %, and the exam may be taken multiple times if necessary to achieve a passing score.

If a student is interrupted during the exam (e.g., by a computer problem), the student can return to the exam and resume testing.

Certificates of Completion
After passing the Certification Exam, you can print a Certificate of Completion found my clicking My Exams and Exam title. The certificate will contain the students name, date, and name of the training program. The printing certificate icon is found on the far upper right-hand corner next to Exam Results

Exam Results
Students can review the results of the exam and review questions answered correctly or incorrectly by clicking on the question title. Green is correct and Red is incorrect. Exam results can also be printed. Note in the example below, the student answered the first question incorrectly and chose C. The correct answer was B and C.

How should job tasks be organized?
1. Easiest to hardest
2. Most important to least important   **
3. First due to last due   **

Exam Results

Exam Title	**Sample Certification Exam**
Exam Number	**2**
Date Taken	10/2/2009 9:48:52 AM
Score	87%
Total Time	00:01:05

#	👤	✓		Time	Question
1947	C	BC	🟥	00:00:10	How should job tasks be organized?
1925	A	A	🟩	00:00:12	Of the following questions, which one is the most important question to ask the interviewer?

How to Create Student Accounts

- Standard Navigation – Six hours per module/six months access
- Student Key for number of users for one year
- Student Registration Key: key that was assigned to you when with purchase

Go to your portal login **Portal Login Page**	http://xxxx.winatworkonline.com
Select Method for Creating Student Accounts	**Individual Registrations for Students**
Individual Registrations To create a Username and Password for each student … Go to New User Registration	
New Student Information **Registration Key** **Terms of Service/License Agreement**	- Use your organization-specific key to set up student accounts. - Check box and accept terms and agreement - Register only those students you want to start the training - Time limit starts when student is registered (6 hours per module for 12 months)
Student Information	- Have student enter information personal information, then - Select **Modules** under **Main Menu** and click on a module name to take training

Screen Shots

Main Menu

- MODULES
- MAP & SEARCH
- MODULE FOLDERS
- MODULE MATERIALS
- ADD MODULES

- MY INFORMATION
- MY KEYS & MODULES
- MY FOLDERS
- MY CLASSES & MATERIALS
- MY MESSAGES
- MY EXAMS

- TAKE EXAM

- ANNOUNCEMENTS
- HELP & SUPPORT
- CONTACT
- PRINT PAGE

- LOGOUT

Modules

This menu was last refreshed on Wednesday, January 26, 2011 12:49:50 PM EST
This menu may not display current data after viewing Modules unless it has been refreshed.

Curriculum	Sub-curriculum		Title (click to play)	Guide	Opened	Completed	PreTest	PostTest	Time
WinAt-Work	Work Readiness	i	Interviewing						00:00:00
		i	Interviewing Game						00:00:00
		i	Good Work Habits						00:00:00
		i	Good Moves Game						00:00:00
		i	Getting Along						00:00:00
		i	Communication Game						00:00:00
		i	Getting Ahead						00:00:00

Registered Certification Exams

Certification exams attached to your keys appear below. The exams will automatically populate the test number and passwords. Simply click on t exam.

WinAt-Work Employability Skills Training