



LEON COUNTY SCHOOLS ADULT
& COMMUNITY EDUCATION

Region 1 Regional Training Council



CAREER AND TECHNICAL RESOURCE LIBRARY HOLDINGS





Region 1 Regional Training Council

The Region 1 Regional Training Council has developed a professional resource library for career and technical educators in the 15 county Region 1 area. The resources will provide excellent professional development information as well as classroom resources for career and technical educators serving middle school to post secondary students.

Resources may be borrowed on a four-week, renewable basis. This simply means the book may be checked out for four weeks and if there is not another request for the resource, the loan period may be renewed. The resource will be mailed with a postage paid return envelope.

To request the loan of a resource, please complete the online request at www.rcregion1.org or call Lisa Jones at 850.922.5343.





Career & Technical Resource Library Holdings

- 1 Allen, Jeffrey G.
The Complete Q & A Job Interview Book. Fourth Edition. 2000.
“In *The Complete Q & A Job Interview Book*, the author develops your own personalized interview script to prepare you in advance for any question that comes your way. Covering questions on everything from personal background to management ability and technological know-how, he gives you a fail-safe delivery format for responding the right way every time. This new edition has been updated to guide you through today’s changing job market, and includes an entirely new chapter on dealing with the latest open-ended interrogation questions. If getting a job is playing a part, this is your starring role. Follow the director, and you’ll be a superstar!”
- 2 Bolles, Richard Nelson.
The 2006 What Color Is Your Parachute? 2006 Edition.
A manual for “job-hunters” and “career-changers” that offers advice and insight into a perfect fit. Chapters include practical tips on the best way to search for a job, ways to save time and effort, and how to start a home business. Other chapters help the reader explore likes, dislikes, talents, and weaknesses. Finally, chapters are devoted to interview tips, resume tips, and interpersonal skills needed to land the job.





3. Cotton, Kathleen.

New Small Learning Communities: Findings from Recent Literature. 2004.

This publication summarizes the Small School movement and includes articles on the elements of the small school, its pitfalls and barriers, results of well-run small school programs, and emerging issues in the movement. Finally, it includes a section of Web resources and general references.

4. Easley, Dauna.

Teachers Touch Eternity: Leaving a Legacy in the Classroom. 2001.

This book is a motivational and inspirational book for educators. It is a collection of essays, stories, and memories written by a career teacher who loves her job. The point she makes is that teachers make a real difference in the lives of their students.

5. Enelow, CPRW, JCTC,CCM, Wendy S.
Best Resumes for People Without a Four Year Degree. 2004.

This is a "how to" manual for creating a resume, especially tailored to people without a four year degree. The book is very thorough, and good for first-time resume writers. It has over 60 sample resumes, and a section on interview tips.

6. Farr, Michael.

America's 101 Fastest Growing Jobs. Eighth Edition. 2005.

This book is a catalog of job descriptions plus "information on pay, education and training needed, advancement opportunities, targeted resume examples by professional resume writers, and helpful articles on important labor market trends."





7. Farr, Michael.

America's TOP 101 Jobs for People Without a Four-Year Degree.

Seventh Edition. 2005.

This is a catalog of job descriptions and information specifically geared toward people without a four-year college degree. It includes diverse careers in fields such as computers, Web technologies, construction, health care, communications, and many others. Each description includes details on skills required, education and training needed, salaries, working conditions, advancement opportunities, and more.

8. Farr, Michael, and Louise M. Kursmark.

15 Minute Cover Letter: Write an Effective Cover Letter Right Now. 2005.

"Mike Farr and Louise Kursmark present proven methods to find better jobs in less time. They give you the essentials for building effective cover letters without getting bogged down in details." Includes 50 professionally written samples.

9. Farr, J. Michael, LaVerne L. Ludden, Ed.D., and Laurence Shatkin, Ph.D.

Guide For Occupational Exploration.

Third Edition. 2001.

"Solid research supports exploring career and learning options based on interests. The original *Guide for Occupational Exploration* (GOE) created an organized approach to help do just that. Developed by a team of researchers from the US Department of Labor, the GOE uses an intuitive process to go from your general interests to specific career and learning options. The GOE is both simple to use and thorough in helping students, job seekers, and career changers match interests to career and learning options."





10. Farr, Michael.

Seven Steps to Getting a Job Fast.

2002.

This book is a practical guide to conducting a job search, preparing resumes and cover letters, conducting professional telephone inquiries/interviews, and managing time and resources to find and secure a good job in less time.

11. Farr, Michael.

300 Best Jobs Without a Four-Year Degree. Second Edition. 2006.

This book is for first-time job searchers as well as people looking to make a career change. It ranks the best jobs at six levels of training and education, including on-the-job training requirements. The lists let you easily compare jobs as they give details about earnings, growth, job tasks, and working conditions. Includes sections on part-time work and self-employment industries.

12. Farr, Michael, and Marie Pavlicko, Ed.D..

Young Person's Guide to Getting and Keeping a Good Job.

Third Edition. 2006. (student workbook and teacher guide)

This is actually a course designed for high school students. It addresses such subjects as what employers expect, and how to keep a good job, as well as providing step-by-step instruction in the job search process. It also explains to teenagers how to connect school classes, volunteer work, service-learning projects, and extra-curricular activities to job skills. The course includes many useful and practical activities that have been tested in classrooms and proven successful. The teacher's guide includes lesson plans, handouts, and classroom posters.





13. Ferrone, Ralph.

Don't Blow the Interview: How to Prepare, What to Expect, and How to React. 2006.

This book outlines the whole application process, and includes sections on securing an interview, how to dress and behave during an interview, sample interview questions and how to answer them, as well as sample *illegal* questions and how to handle them. The book also has practical advice and a large section of sample letters for every step of the career process.

14. Florida Department of Education, Grants Training and Development.

The Basics: Developing S.M.A.R.T. Grant Proposals.

This is the training manual used to help new and experienced grant writers improve their chances of winning grant money. An extensive glossary of terms used in "grant language" is included, as well as tips and insights into the scoring process used to evaluate grant proposals.

15. Fry, Ron.

Your First Interview: For Students and Anyone Preparing to Enter Today's Tough Job Market.

Fourth Edition. 2002.

This book is for anyone needing fundamental, step-by-step, "first time" guidance. It includes advice on making initial contact with a prospective employer to negotiating salary and fielding more than one job offer. Also included are tips for answering/handling hard or *illegal* questions, how to follow up after an interview, and how to create your own "network."





16. Gordon, Rachel Singer, and Anne Wolfinger.

Best Career and Education Web Sites: A Quick Guide to Online Job Search. Fourth Edition. 2004.

This book is for computer beginners and experts alike. It contains a tutorial about the internet and how to search, as well as detailed descriptions of over 300 web sites that give information on careers, college, training, and job searches. It also has a section on how to use the internet for a job search.

17. Gray, Kenneth C., and Edwin L. Herr.

Other Ways to Win: Creating Alternatives for High School Graduates.

Third Edition. 2006.

This book targets students who are not academically prepared for college, but do not have any learning disability preventing them from succeeding in a traditional classroom setting. It lists research data, recommendations, observations, and explores choices available to these students beyond traditional four-year colleges.

18. Hodges, Diane.

Looking Forward to Monday Morning: Ideas for Recognition and Appreciation Activities and Fun Things to Do at Work for Educators. 2005.

This book is full of ideas to boost morale and maintain enthusiasm at school. It is written for administrators and teachers and offers easy and practical ways to “lighten up” and enjoy the day/week/year.





19. International Center for Leadership in Education.
Creating Small Learning Communities. 2004.

This manual was created to explain and guide schools interested in the Small Learning Community movement in school reform. It addresses the philosophy of the program as well as the practical implications of this type of re-organization. There are examples and testimonials from schools that have implemented this change, and a large appendix section of tools and tips.

20. James, Ph.D., Jennifer.
Defending Yourself Against Criticism: The Slug Manual. 1993.

This book was written to help people who suffer from low self-esteem because of hurtful remarks, backhanded compliments, and unfriendly criticism from other people in their lives. It offers motivation and suggestions to dismiss the words and move forward toward a successful and happy life.

21. Krannich, Ph.D., Ron, and Caryl Krannich, Ph.D.
Job Interview Tips for People with Not-So-Hot Backgrounds: How to Put Red Flags Behind You to Win the Job. 2004.

This book offers advice on how to make the best of a less-than-desirable background when searching for a job, filling out an application, or sitting in an interview. It addresses such "red flags" as poor grades, poor references, lack of experience, no diploma, criminal record, etc. It stresses the importance of preparation and has scenarios to help a job seeker practice answering difficult questions.





22. Noble, David F.

**Gallery of Best Cover Letters:
A Collection of Quality Cover Letters
by Professional Resume Writers.**

Second Edition. 2004.

Over 300 cover letters and 23 resumes are included in this collection, covering a variety of careers and situations. Other sections include strategies for writing cover letters and tips on polishing the finished product. Another section highlights electronic cover letters, networking letters, thank you letters, and job-acceptance letters.

23. Noble, David F.

**Gallery of Best Resumes For People
Without a Four-Year Degree:
A Collection of Quality Resumes by
Professional Resume Writers.**

Third Edition. 2005.

This book contains nearly 200 resumes and 12 cover letters for a wide variety of careers. Chapters focus on writing strategies, design and layout tips, writing style pointers, and address common misconceptions about resumes and cover letters. The book is specifically geared toward people with a high school diploma up to a two-year degree.

24. Perry, Nancy, and Laura Ward.

**Helping Students Plan Careers:
A School-To-Careers Guide for
Counselors.** 1997.

This guide is written for school guidance programs seeking to integrate career awareness/guidance into their curriculum. It contains chapters on implementing career info at all grade levels and post-secondary. It also includes a thorough directory of resources.





25. Phifer, Paul.

**Great Careers in 2 Years:
The Associate Degree Option.**

Second Edition. 2003.

Over 100 promising careers are profiled and famous people are highlighted in this introduction to the 2-year college option. "Hot Programs" are featured along with average salary information, and exciting statistics about the advantages of graduating with an Associate's Degree are presented.

26. Phifer, Paul.

**Quick Prep Careers: Good Jobs in 1
Year or Less.** 2003.

This book profiles over 50 Good Jobs that require a year or less of preparation, and also at least 25 jobs that can be enhanced through certification programs that take a year or less to complete. It is geared toward those people entering or re-entering the job market. It gives realistic advice and information helpful to prospective employees and to those who guide them – parents, teachers, guidance counselors.

27. Shatkin, Ph.D., Laurence,

**Quick Guide to Career Training In Two
Years or Less.** 2004.

This book "provides essential information for identifying education and training programs that are most likely to match your interests, skills, and career preferences." It includes important details to help people make good decisions about their educational choices. Facts about dozens of programs are listed, including related jobs, pre-requisites in high school, and essential knowledge and skills for each program.





28. Smith, Clifton L., and Niel A. Edmunds.
Career and Technical Educator's Survival Guide. 1999.

This book is a resource for both beginning CTEs and experienced professionals in the field. It includes chapters on the role of the Career and Tech. Educator, career guidance, integrating academics into Career and Tech., providing work-based education, and community relations. Other chapters address evaluating and improving your program, and Professional Development.

29. United States Department of Labor.
Occupational Outlook Handbook for 2006-2007. 2006.

The *handbook* is one of the most widely used career information resources. It offers thorough descriptions of nearly 270 different jobs, covering about 90% of all workers. Also, chapters include information about labor market trends, and reliable predictions about jobs in the future. This handbook also has a companion Activity guide, and instructor's manual.

30. United States Department of Labor.
Young Person's Occupational Outlook Handbook. Fifth Edition. 2005

This book is designed for today's middle and high school student and those adults who guide them in their choices. It includes a career exploration guide, descriptions for over 270 jobs, and an extensive directory of internet resources.





31. Wischnitzer, Dr. Saul, and Edith Wischnitzer.

Top 100 Health-Care Careers.

Second Edition. 2005.

This book profiles one hundred different jobs in health care, including allied health care, nursing, and medicine. It details the education requirements, admissions tests, financial aid, and more. Many training programs are listed along with complete contact information. Salary range, career potential, and advancement opportunities are covered. Appendices include sample health care resumes and cover letters, certification and licensure procedures, and advice on choosing and planning a health care career.





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The School Board of Leon County is an equal opportunity institution for education and employment.

