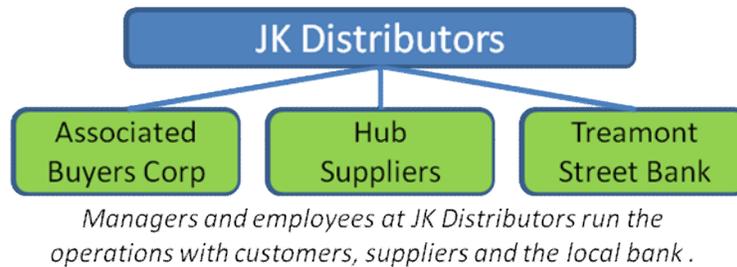


JK Distributors: Business Simulation to Enhance Job Retention



JK Distributors is a Web-based business simulation that offers educators of adults and older youth an exciting hands-on tool for enriching job training with the “soft” skills necessary for employment success. It is an excellent compliment to computer or business office training, allowing participants to learn new skills while experiencing the realities of a business environment.



Simulation: A “Work Experience” Strategy with Proven Results

Participants are immersed in the “culture of work” where they apply for and hold positions in a variety of departments and companies – including management and staff roles. Over the course of the multi-week simulation, participants increase their confidence and strengthen valuable skills like time management, work flow planning, conflict resolution, and teamwork.

Based on a business simulation curriculum that has been a core element of Training, Inc.’s 35 years of success, this product is now available in an economical Web-based format. Implementation can include Training, Inc. coaching services for set-up and customization.

Participants learn critical work skills

- Understanding and managing business workflow
- Using business language
- Being attentive to good attendance and punctuality
- Working together and solving problems as a team
- Handling criticism and interpersonal conflict effectively
- Managing deadlines and setting priorities
- Producing quality work
- Following directions and procedures
- Taking initiative
- Communicating professionalism

Participants engage in diverse staff and management roles

- Customer Service Representative
- Suppliers Representative
- Administrative Assistant
- Sales Order Specialist
- Accounts Receivable Specialist
- Accounts Payable Specialist
- Payroll Specialist
- Comptroller
- Human Resources Specialist
- Shipping & Receiving Specialist
- Banking Specialist
- General Manager
- Assistant General Manager
- Managers of all Divisions

JK Distributors Features

- Recommended staffing patterns for groups ranging from 10 to 40 employees
- Job descriptions and procedures for company employees and managers
- Guidelines and checklists for module set-up and orientations
- Processes and materials for job application and interview process
- Daily responsibilities and work flow
- On-line forms and templates for processing job transactions
- Processes for department meetings & events
- Guidelines for handling challenging situations
- Suggestions for supplemental activities and volunteer involvement



Why JK Distributors?

- Develops “soft skills” to improve communication, self-confidence, and work ethic
- Offers real-world situations that engage classroom skills
- Provides hands-on experience to list on participant resumes as well as first-time experience with employer interviews
- Allows participants to gain the employers’ perspective of managing a business, meeting objectives, and addressing challenges through a team effort
- Integrates well with existing adult education and youth training programs
- Supports users with reading levels of 5th grade or above
- May meet TANF definitions to qualify as Work Activity

A Product of Partnership

JK Distributors was created through collaboration between the *YMCA Training, Inc.* in Boston, *Training, Inc. National Association*, and the *Federal Reserve Bank of Boston*. The Bank has generously provided the technical support to upgrade Training, Inc.’s existing hands-on, live business simulation to an on-line product, so that it can be used by other educational and workforce development organizations.



Attracts Funding Sources and Meets Agency Requirements

The format and quality of JK Distributors is attractive to both private and public funding sources. Training, Inc. can support your organization with content and guidance to make grant submissions. In some states, the simulated work environment meets the requirements for students to earn work credits.

For more information or a demonstration of JK Distributors, contact Peggy Frame at Training, Inc. National Association at info@traininginc.org or 317-264-6740 ext. 13.

“Being in the business simulation helps Training, Inc.’s participants be much better prepared for the workplace environment. It also gives them a chance to stand in the ‘employer’s shoes’ and experience how their actions affect others.”

Sarah Allen, Senior Vice President Asset Management, BNY Mellon, Boston

Training, Inc. National Association
317-264-6740, extension 13
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