

Why Participate?

Give School at Work a try if you want to...

- ▶ Gain the skills you need to move ahead at work!
- ▶ Refresh your math, communications and reading skills!
- ▶ Improve time management and study skills!
- ▶ Learn what careers best fit with your interests!
- ▶ Develop a personalized Career and Learning Plan!
- ▶ Prepare for a certificate or degree program!
- ▶ Experience the joy of learning!
- ▶ Improve your computer skills!
- ▶ Challenge yourself and build self-confidence!



Brenda Compton, St. John's Health System, Springfield, MO

Promoted from Housekeeping to Nurse Assistant

Enrolled in Nursing Program at Ozarks Community College

Samples of Career Ladders Available to Hospital Employees

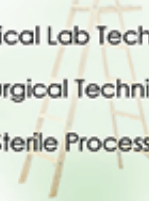
NURSING

Registered Nurse
LPN
Patient Care Tech
Nurse Aide



ALLIED HEALTH

Radiologic Technologist
Clinical Lab Technician
Surgical Technician
Sterile Processing



CLERICAL

Billing and Coding
Medical Transcriptionist
Medical Records Technician
Medical Secretary



SUPPORT SERVICES

Supervisor
Tech Positions
Patient Transport
Environmental and Dietary



School at Work® can launch you on the path to a higher-paying position and help you prepare for college!

School at Work is a product of Catalyst Learning Company. The "Building a Career Ladder in Healthcare" program was initially made possible by grants from the U.S. Department of Labor's Employment & Training Administration as part of the President's High Growth Jobs Initiative.

Curriculum was designed by Anne Arundel Community College of Arnold, MD.



www.catalystlearning.com

On-Site Education Opportunity



SCHOOL AT WORK®
A PRODUCT OF CATALYST LEARNING

Building a Career Ladder in Healthcare



School at Work Participants
Seton Health
Troy, New York

What is School at Work?

School at Work (SAW) has been used by over 9,000 employees to sharpen skills and explore new positions within their organization. Your organization is investing in your future by providing School at Work!

School at Work is a six-month program. You will attend class each week for two hours and spend two hours outside class on homework.

SAW Education Modules:

- 1 How to Succeed in SAW and Move Up the Career Ladder
- 2 Life Management Skills
- 3 Mastering Communication in the Workplace
- 4 Principles of Patient Safety and Satisfaction
- 5 Grammar in the Workplace
- 6 Reading in the Workplace
- 7 Writing in the Workplace
- 8 Applying Math in the Workplace, Part 1
- 9 Applying Math in the Workplace, Part 2
- 10 Medical Terminology, Part 1
- 11 Medical Terminology, Part 2
- 12 Planning for Your Future

During the School at Work, you will receive healthcare-specific education while developing a customized Career and Learning Plan (CLP). The CLP puts you on the path to advancement!

While completing CLP activities, you will:

- Learn about advancement opportunities at the hospital
- Identify personal barriers and work to eliminate them
- Research career steps and financial aid options
- Determine next steps



Who are SAW students?

The typical School at Work student is a frontline employee who loves working in healthcare and is motivated to advance.



April Anderson, Customer Service Representative, Tulane Medical Center New Orleans, LA

Enrolled HIM program at Delgado Community College.

“School at Work helped me communicate more effectively with patients and doctors. The Med Term was especially helpful because I set up procedures and now have a clear understanding of the functions.”

What are my next steps?

1. Ask your manager or SAW contact for more information.
2. To be successful in the course, you need to have fairly good reading skills and will take an assessment to determine your level.
3. Put your name on the sign-up sheet!