

No matter how far you
went in school,
No matter what skills you
have,
No matter what goals you
have set for yourself,

OPTIONS
can work for you.

**Look inside
and see
which OPTION
is right for you!**



West Virginia Department of Education
Office of Adult Education and
Workforce Development
Building Skills for Success
WV Adult Basic Education

West Virginia Department of
Health and Human Resources
Health
Human
Resources



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You have
OPTIONS



**Which one is
best for you?**

How **OPTIONS** works

STEP 1

Be referred, assessed, and placed.

You are referred from your WV WORKS case worker or your local WorkForce WV Center. You are given an assessment test to determine your strengths. You are counseled by a certified teacher and placed in one of the **OPTIONS** programs described below.

STEP 2

Complete your program.

In the **CHOICES** option, you will:

- work on basic reading, writing, and math skills
- learn budgeting techniques
- practice ways to manage home and family
- learn ways to deal with family crises
- role-play as an employee in retail sales, hospitality, and health care fields
- discover how to plan ahead
- participate in pre-GED and GED preparation
- learn decision-making skills that can help in everyday situations

In the **SPOKES** option, you will:

- learn how to manage your time wisely
- learn computer skills
- discover ways to balance home and work
- practice communication skills
- be introduced to various job opportunities
- find out how to look for a job
- learn how to create a resume and practice job interview skills
- learn how to build your job skills for advancement
- learn your rights and responsibilities as a worker
- learn how to work as a team
- learn how to get along with supervisors and co-workers
- earn a certificate of accomplishment

STEP 3

You're on your way!

After completing your program, you will:

- ✓ be assessed, and
- ✓ be teamed with a **job coach** who will help you
- ✓ begin your journey to employment, self-satisfaction, and a better life!