

Looking for the right book  
for your training?

**A**  
**ADAPT**  
*companies*



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Federal ID: 74-2609851

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Texas Workforce Commission Rapid Response Team  
Texas Rehabilitation Commission Contractor

ADAPT Companies is a Counseling and Training company that was formed in the mid 1980's by Melvin Collins, Jr., M.Ed., a Licensed Professional Counselor. His background consists of several years experience in counseling, working with the disabled, administering federal housing programs, and conducting training seminars.

ADAPT's trainers are highly professional and skilled in their various areas of expertise. Director of Training, Norm Sternfeld, M.A., is a graduate of the Saybrook Institute. He is highly recognized as a premier trainer.

ADAPT Publishing Company, Inc. was founded in 1991 by Melvin Collins, Jr., and Yolanda Salazar. It was formed because these two principals wanted to be in a position to offer assistance to individuals seeking aid in employment. Many publications have been developed to further assist people in everyday tasks, such as handling a checking account, shopping, and finding a place to live. These books are now the Life Skills series.

ADAPT offers other books covering such subjects as transition training, respect, self-esteem, nutrition, taking care of yourself, and much more!

We welcome you to our ADAPT Family and hope we can be a part of **your** success!



# **ADAPT** *companies* *Here For You!*

To say the least, the world is challenging us at every turn. Technology is moving ahead rapidly, the business community is streamlining, and people are being dared to dream bigger dreams. We must redefine ourselves at every turn. Sometimes this is difficult. To many of us it seems impossible. BUT... ADAPT can help!

In the early days of ADAPT, a program was created for military installations to assist them in their downsizing. This program, called Victory Over Life's Transitions (VOLT) assisted military personnel in making the transition from military life to civilian life. Many similarities were found among highly-motivated military personnel and private industry employees who were being laid off as well as welfare recipients moving into the workplace.

From these noted parallels, other programs and materials were developed by ADAPT to assist individuals in:

- ✓ Companies
- ✓ Housing Authorities
- ✓ Rehabilitation Agencies
- ✓ Schools
- ✓ Workforce Development Boards
- ✓ Community Agencies
- ✓ City Governments
- ✓ Federal Agencies

ADAPT materials and programs have enjoyed success over the past several years. Participation has been overwhelming with:

- ✓ Military Personnel
- ✓ Employees Facing Layoff
- ✓ Students Needing Motivation To Stay In School
- ✓ Housing Authority Residents
- ✓ Welfare Recipients Entering The Workforce For The First Time

These highly successful materials and programs are described within this catalog. We at ADAPT Companies are ready with motivating materials, innovative programs and interactive training sessions to address your needs. We can show you how to do more for less and get great results!

***Give us the opportunity to serve you!***



*Train-the-Trainer  
Workshop is available for  
this course.*

*Watch for the "Video Trainer"  
Series soon!*

## *The Life Transition Program*

*The Management of New Beginnings*

*"...the most helpful aspect of the workshop was the overview of the program, how it was written, and the intentions."*

*"...the presentation could not be better! Enthusiastic, a sense of humor, the sharing, and an ability to maintain excellent group interaction! I am looking forward to future workshops!"*

Regardless of the quality of education or experience, an individual can always work smarter and use fresh ideas and techniques. In today's world, every advantage is needed. That's why skills that will supercharge careers and personal transitions are really needed. This power-packed training will help put an individual light years ahead of the competition!

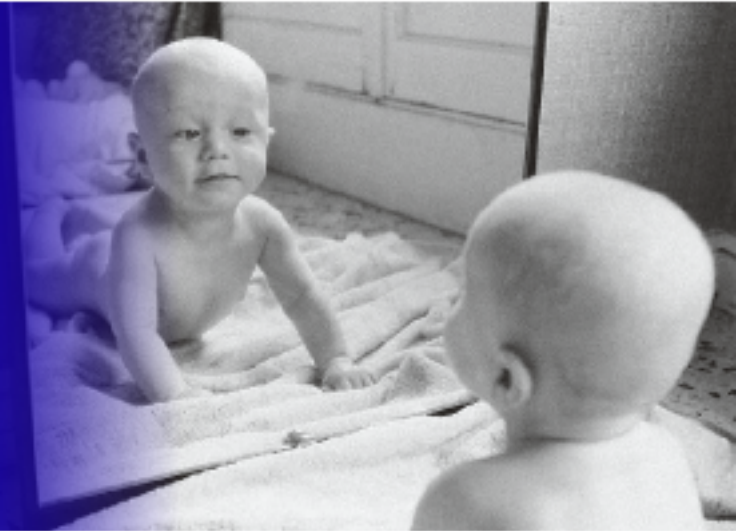
The workshop will show how to take charge and will teach a participant to formulate goals, take action, identify and select choices that will "jump start" career changes. It will help implement a positive attitude statement, construct a self-esteem inventory and teach participants to **choose** to win! Objectives of the workshop are to learn to recognize emotions, harness energy, learn to communicate with negative self and develop a winning strategy.

Coping skills will be enhanced as a natural part of this course. Participants will leave with new confidence and a road map for success. This is one of the most important ventures in their life!



***Train-the-Trainer  
Workshop is available for  
this course.***

***Watch for the "Video Trainer"  
Series soon!***



## *Respecting Yourself Program*

*Developing Personal Strength*

Respect begins with a degree of self-love which is then recognized and appreciated by those around you. It isn't given freely by others, but it can be earned. This workshop will show you how to do this.

The purpose of this workshop is to build positive foundation for personal growth and to develop personal strength. The self-image, self-esteem, and self-concept are all constructed as people go through life. These perceptions can be enhanced, updated, and improved. This course begins with information and activities designed to help build participants' acceptance and love for who they really are. Addressing the key concepts of self-development will reveal our personal values, goals, and abilities. It will offer a chance for each participant to build a better foundation for improving all varieties of life skills. Participants will also be able to examine their self-image and self-esteem. Also used in this course is a self-evaluation to help participants understand what they value most, what motivates them and what they care about.



***Train-the-Trainer Workshop  
is available for this course.***

***Watch for the "Video Trainer"  
Series soon!***

## ***The Me I Want To Be Program***

***From Where You've Come, To Where You're Going***

*"...the Me I Want To Be Training made me realize where much of my emotional baggage came from. It helped me see how I got to this point and how to deal with my life and my future."*

*- Participant  
Corpus Christi Workshop*

Imagine you could touch the lives of people in desperate need of help. What would you do for them? First, you would help them care for their most processing needs, like food, money or shelter. Our country's welfare program was meant to accomplish this. The adage goes: "You can give a person a fish and feed him for a day, but if you teach him to fish, he can feed himself for a lifetime." Teaching people to fish translates to teaching the skills of self-sufficiency.

These skills include practical knowledge such as how to find a job, and how to budget and manage their money. This workshop helps people embrace a motivation for self-efficiency, helps people heal the past so they can move on, and draws inspiration from moments of accomplishment.



*Train-the-Trainer Workshop is available for this course.*

*Watch for the "Video Trainer" Series soon!*



## *The Taking Care of Yourself Program*

*Preparing For The Future*

Creating a motivation and a method in bringing about changes in your lifestyle is the purpose of this course. This program will present information with regard to living a healthy life (eating well and exercise) to making change a natural and positive occurrence.

Assume that you have everything going for yourself in terms of education, job, personal relationships, etc. All this activity takes energy which is derived from a healthy body and mind. Proper diet, along with physical and intellectual exercise, provides the fuel to power your life. This course will help you power your life by examining your lifestyle and suggesting tips for healthy living as well as information on financial well-being. Nutritional and behavioral recommendations are studied and discussed.

Money management is introduced by helping you prepare a budget, preparing for emergencies, working with banks and buying more for less.

Strategies for change, the power of integrity and how to "listen" to your body are also covered.



## Victory Over Life's Transitions

V.O.L.T.

*"...it confirmed for me that I'm on the right track in my counseling sessions with clients. This is particularly important since none of my formal training has been in counseling. It's all been common sense approach up to now,"*  
- Worker, Bangor Naval Submarine Base

*"Workbooks may be very useful in my practice."*  
- Worker, Fort Lewis

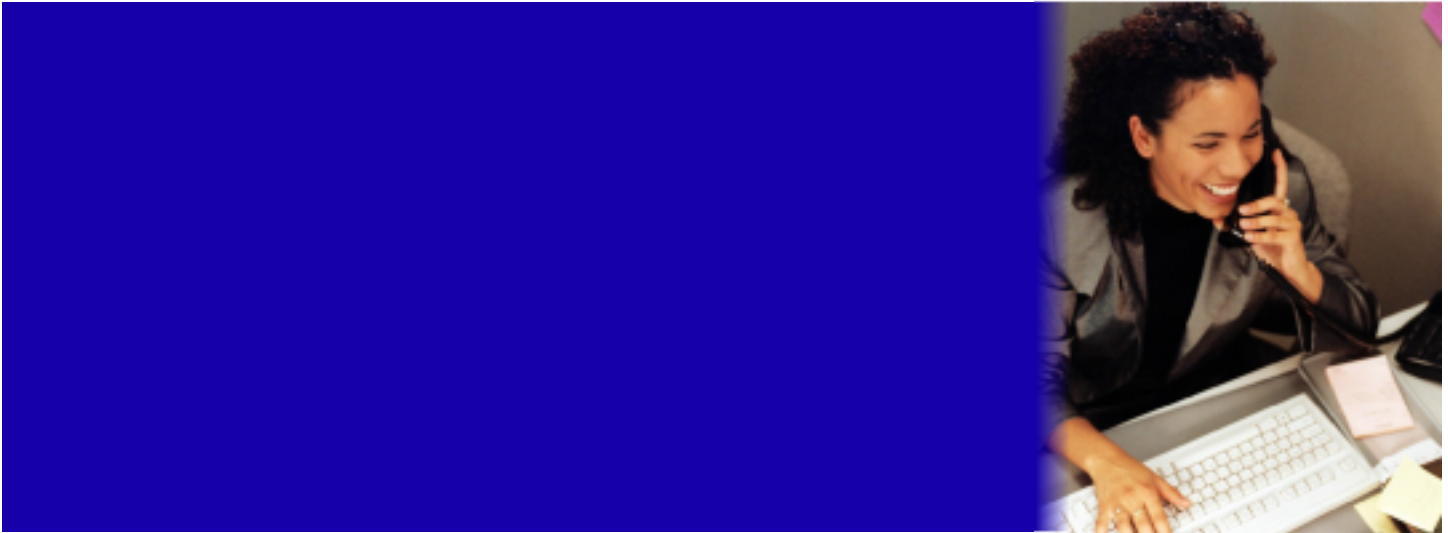
People increasingly face career changes. Often these changes are voluntary, though sometimes, they are imposed. Any changes may cause emotional reactions that impede a successful life transition. The **Life Transition Workbook** helps individuals move ahead with their lives and successfully play the hand life deals them.

The **V.O.L.T.** Workshop consist of practical instruction in basic skills for entering the civilian workforce and how to deal with psychological and emotional aspects of the transition.

The workshop focuses in the **Life Transition Workshop** as related to Army Community Services and Family Support Centers. The workshop includes discussion of the TAP Program as well as other kinds of transitions within the military. The objectives of this workshop are:

- ✓ The Victory Begins With Self
- ✓ Meeting The Challenge
- ✓ Dealing With Emotional Choices
- ✓ Putting Goals Into Action





*"...enjoyed it! Very helpful! Good job, good materials."*

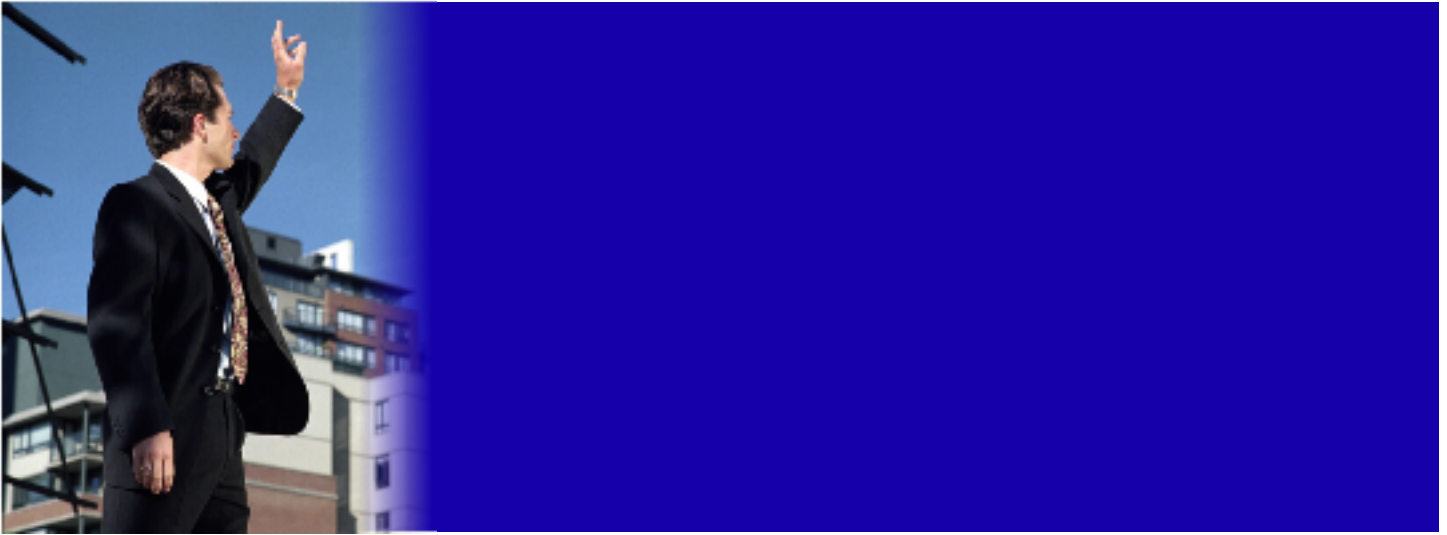
*"Motivating and lots of energy that gave me strength to get back on my feet. There is hope for me. I just have to apply myself."*

*"Training such as this should be given not only in time of downsizing, but also in good times."*

## *Surviving The Stresses, Changes and Transitions In Today's Workplace*

This workshop is designed to provide participants with methods for dealing with stress and steps to managing change and making transitions work. It focuses on stress-reduction techniques. Participants will have the opportunity to learn valuable relaxation and change management techniques, particularly helpful in the workplace. Task management and hands-on exercises will be used during the seminar. Tips for sharing these with co-workers and clients will also be presented.

Topics to be discussed will include:  
The Stress of Modern Life, Is Stress Wearing You Down?, A Personal Stress Profile, Learning A Better Way, the Relaxation Response, **and many others!**



## *Rising Into Self-Empowerment*

R.I.S.E.

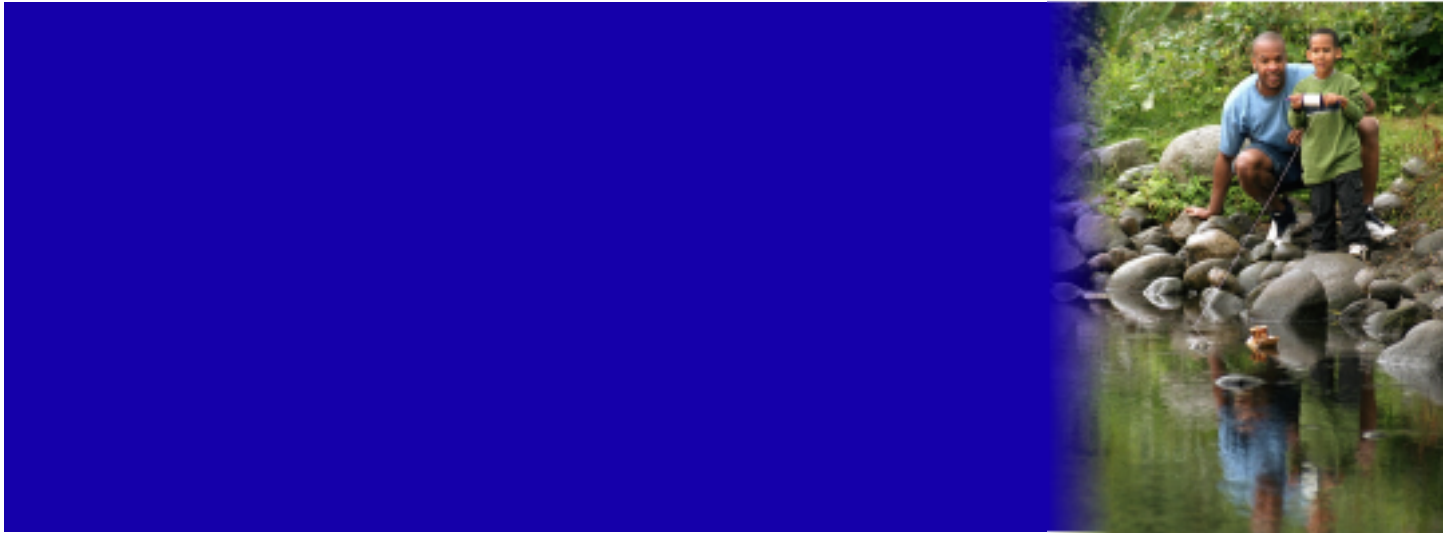
*"I learned a lot in class. Before this class, I thought my life was over... I learned two important things in these classes; first, don't give up, and second, I found something I can do and hope I make the right choice. I feel like a new person. My life is beginning and I have a chance to start all over again."*  
- Resident, Waco Housing Authority

The RISE Program is a strategic plan designed to empower participants with the necessary skills and preparation to move from welfare rolls to the workforce. The initial target group is the young, single parent who lacks adequate skills or the motivation to become empowered, productive model citizens. Target group participants can expect to:

- ✓ Enhance self-motivation
- ✓ Improve health for themselves and their families
- ✓ Improve educational opportunities and outcomes
- ✓ Reduce reliance on the welfare system
- ✓ Reduce potential for criminal, unfavorable behavior, and
- ✓ Learn productive employment skills and traits

By teaching individuals to use their available dollars more effectively, the program will maximize individual self-sufficiency. The RISE Program will teach the skills necessary to reduce dependence on state and federal programs.

The RISE Program empowers a family to be functional and productive!



*"I was ready to go to a doctor for help with my health. After the instructor explained what stress does to your body, I will look to myself to relieve my stress."*

*- Worker, Kelly Air Force Base*

## *Stress Management*

The key to successfully managing a major transition in life is to recognize and minimize the stress involved. Transition does not have to be a time of breakdown. It can be a time of initiative and creativity; a person with a positive attitude can turn a loss into a win. The **ADAPT Stress Management Course** supports a positive and hardy response to the realities of a layoff. The course points out the sources of stress and provides excellent insight into healthy ways of responding to life's challenges.

This course presents a very positive view of what work could be like. Participants are supported in providing themselves a healthier lifestyle. The class features practical ideas and great tips for setting goals, getting organized, and staying relaxed.



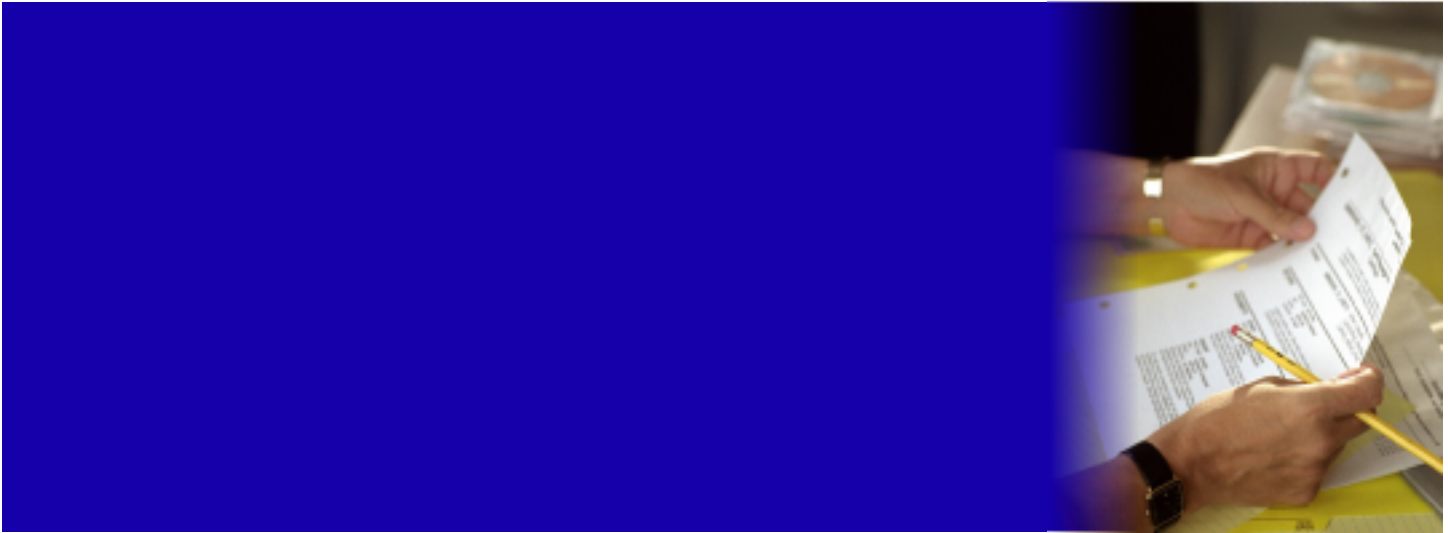
## *Financial Management*

*"I liked the presentation because of the presenter having been more than a financial counselor. Also, the way they made it refer to real circumstances."*

*- Worker, Red River Army Depot*

People preparing for a transition in their livelihood are wise to manage their financial resources carefully. The **ADAPT Financial Management Course** offers practical training in the basics of budgeting, debt management, financial projections, and ways to conserve resources. There are many questions facing people who must deal with financial uncertainty. "How will I make it?" "Can I afford to go back to school?" "Can we manage what we have?" These questions are answered through this course.

Participants are encouraged to take an active role in keeping track of, and managing their finances. Financial goals and planning for the future are also discussed. They are encouraged to bring their own concerns and financial questions for discussion in class.



*“...the instructor was very knowledgeable, concise and to the point. Extremely helpful for my needs.”*

*- Worker, Kelly Air Force Base*

## *The Resume Writing Course*

Great resumes can open doors for job seekers. It is the single most important document used to present the skills, experience, and abilities of a potential employee. Virtually everyone in today's job market needs to be able to create an effective and polished resume. The **ADAPT Resume Writing Course** teaches the skills of organization and producing a first-rate resume.

Participants are assisted in uncovering the specific resume style that will most benefit their employment goals. All parts of a resume are explained in detail, as are additional options that can add strength to a job seeker's candidacy. Tips for customizing and revising resumes are also offered. Every participant will have the opportunity to develop a resume during the class. The ADAPT Instructors will provide helpful feedback, ideas, and tips for improving and polishing each person's resume.



## *Interviewing Skills*

*“The class was very well put together and filled with information. It gives you knowledge of what to expect and how to respond when in an interview.”*

*- Worker, Kelly Air Force Base*

Interviewing for a job is often a scary prospect. So much is riding on the outcome and yet we receive so little training on how to interview effectively. The **ADAPT Interviewing Course** effectively prepares participants to present themselves in a confident, relaxed manner. This course is excellent in preparing people for all kinds of job interviews.

The course offers insights into what employers want in an employee, tips for overcoming nervousness, and specific help in answering tough questions. More than just information, participants have the opportunity to practice interviewing and to receive precious feedback on improving communication skills and personal presentation.



*"...learned excellent pointers on how to pursue job opportunities."*

*- Worker, Kelly Air Force Base*

*"...very well qualified instructor who left no stone unturned for all the students."*

*- Worker, Kelly Air Force Base*

## *The Job Search Workshop*

The task of finding employment is one of the toughest jobs we face. Where do you look for a job? What are the things you need to succeed? How can you find the opportunities waiting for you out there? These are the important questions that the **ADAPT Job Search Workshop** answers.

Participants are encouraged to focus on the job they want and to organize themselves for a successful job search. An efficient and productive job search strategy is introduced and explained. Participants are taught to go way beyond looking in the classified section of the Sunday paper. This motivating class also teaches the use of computers, marketing, networking, and direct mailing as a means of tapping into the hidden job market, where so many of today's jobs are made available.



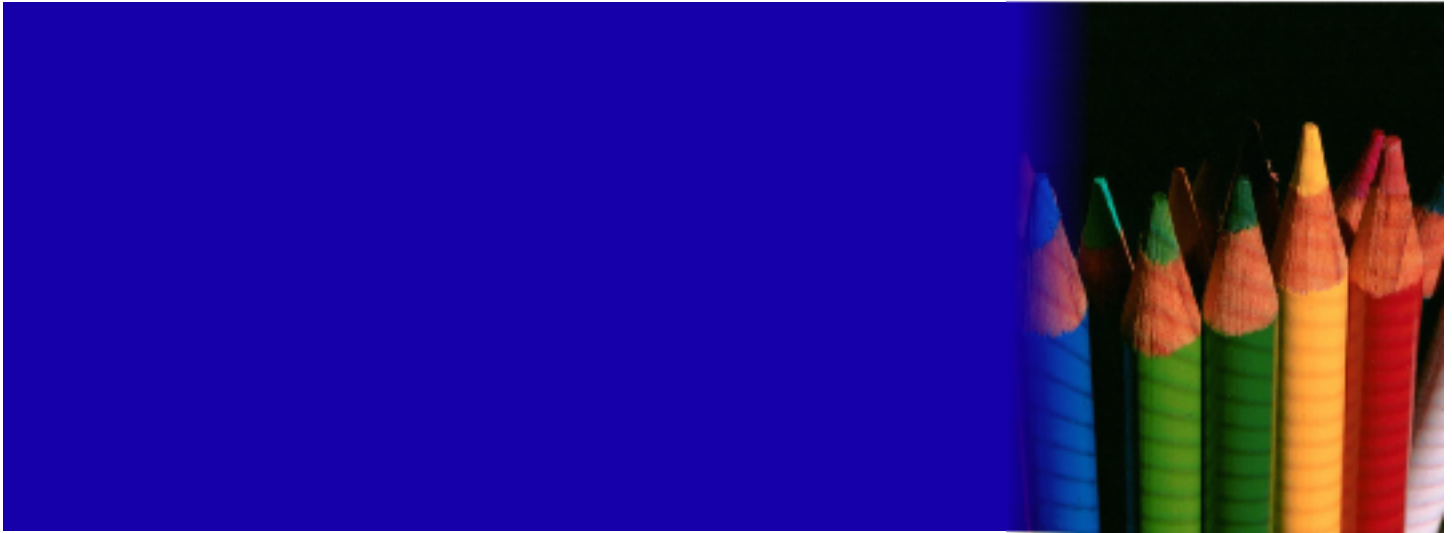
## *Labor Market Information*

*"Very helpful handouts! An effective instructor."  
- Worker, Kelly Air Force Base*

Where are the jobs? Who's hiring? Who's in demand? These are the important questions for the job seeker. This information is power. The **ADAPT Labor Market Information Course** provides displaced workers this power. Participants will be given a current overview of the labor market in their area. Each person will receive valuable handouts with information on hotlines, websites, and employment assistance.

The class presents Chamber of Commerce information, hiring trends of the major employers, growth industries, and demand occupations. Participants will be encouraged to continue to gather important labor market information on their own using libraries, computer searches, and employment services. Educational requirements for careers are discussed and re-training opportunities available in that area.

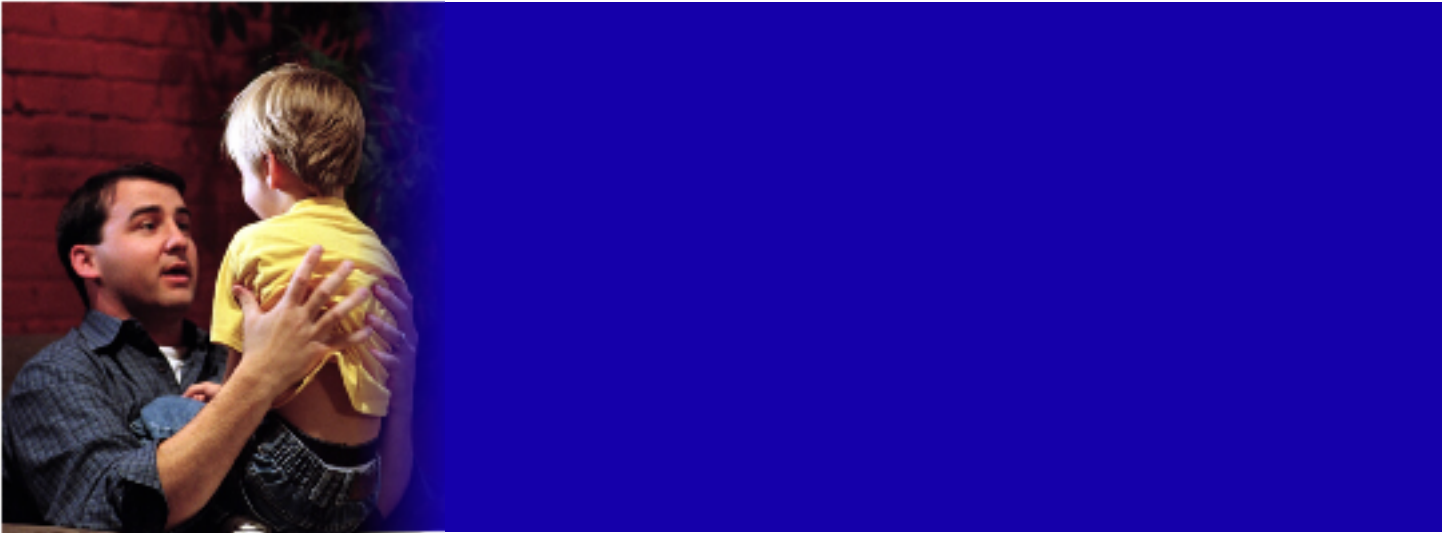




## *Valuing Diversity*

***Valuing Diversity In The Workplace*** presents an understanding and appreciation of what everyone can do to improve the way we work together. We bring diverse resources and knowledge, which are an organization's treasure. A great organization will tap into this wealth of diversity. In the workplace, people must be part of a team and bring something to the effort. It is not a place to be distracted by bickering, hostilities, prejudices, and conflicts. This course exposes the kinds of problems that plague the workplace and presents easy-to-follow guidelines on how good it can be to work together.

The workshop highlights the wisdom of great minds past and present. Attendees are encouraged to examine what they, individually, can do to make their job a place that works for everybody. When employees are reminded of their values and their purpose for working, their internal guidance becomes strengthened. This workshop focuses on what it takes to get more satisfaction and better relationships from the work we do with people.



## *The F.I.T. Program*

### *Families In Transition Program*

The ***FIT Program*** may be just the help you have been looking for! Transition and changes impact our lives so seriously that we are overwhelmed at times. It is natural to resist change. Paralyzed, we can't move forward, make decisions, get along with others, or meet our most basic responsibilities.

The ***FIT Program*** is about understanding and facing the challenges in a job, finances, divorce, parenting, or any of the many transitions we all face in our lives.

This program is designed to heal a family by bringing everyone together and strengthening their ability to:

- ✓ Manage stress
- ✓ Develop a positive, healthy attitude toward change
- ✓ See the situation as an opportunity rather than a dead end
- ✓ Discover a new sense of personal worth and self-esteem
- ✓ Explore options for the future
- ✓ Set goals and learn techniques for putting these plans into action!



## *Parenting Program*

This program offers training in the skills of parenting. It focuses on:  
(1) responsibilities of parents, (2) effective communication, (3) self-management skills for parents, (4) building self-esteem in children, (5) conflict resolution skills for parents and children, (6) discipline, correction, and limits.

This program answers the question, "What is a good parent?"  
Topics covered in this program are: Nurturing, Modeling, Listening So Children Will Talk, Talking So Children Will Listen, Not Taking It Out On The Kids, Emotional Self-Management, Stress Management Skills For Busy People, Getting The Children To Help, Time-out, Recognition and Reward, Skill Building With Children (projects, hobbies, arts, sports, music, and more!), Building Character And Integrity, Creating Achievable Outcomes, What To Do When Your Children Drive You Crazy, How To Stop A Fight, Screaming, Violence In The Family, Who Sets The Rules, What Are The Rules, and Consequences.



*Train-the-Trainer Workshop  
is available for this course.*

*Video Trainer CD-ROM  
is available for this title!*

## *Making Healthy Choices*

The "Making Healthy Choices" Program is intended to help participants understand the impact of the choices they make on their lives and lifestyles. It helps participants to reflect on the thought processes and behavioral patterns that have shaped their present life situations and identify the changes that will be needed to positively redirect their lives.



This curriculum is also offered as a four-week program, with "The Talent Connection" included. This is a consortium of Texas agencies whose mission it is to expedite the successful re-employment of Texas workers.



## *Rapid Response Services*

ADAPT is an approved State of Texas Rapid Response Team. In the days of downsizing and layoffs, it is imperative that laid off workers receive appropriate training and services to assure them that they are not alone.

These workers are provided assistance and guidance to help them through this sometimes difficult transition. With this service, participants

are provided:

- Crisis Counseling •
- Stress Management •
- Financial Management •
- Job Search/Job Club Classes •
- Resume Writing Classes •
- Labor Market Information •
- Job Fairs •
- Interviewing Strategies •
- Testing (when needed) •

ADAPT has provided these services to military installations, industry, private companies, and colleges and universities.

All of the above services and clients have been delivered by ADAPT with outstanding results both for the agencies and for the clients. ADAPT has received an award for outstanding services from the Department of Defense. It is the objective of ADAPT to have various teams available and ready to serve with short notice.



Price.....\$9.95

GSA.....\$4.48

**Order# D-01**

ISBN 1-877709-26-3

## The Life Transition Workbook

This workbook concentrates on strengthening the ability to respond with confidence and effectiveness to life's challenges. The workbook covers the following topics:

- The 4 C's (Challenge, Control, Commitment, Connectedness)
- Making choices
- Learning to use your emotions
- Feeling good
- Taking a self-esteem inventory

**The Life Transition Workbook** is used in downsizing projects throughout the country, from private industry to military.



Price.....\$9.95

GSA.....\$4.48

**Order# D-07**

ISBN 1-877709-27-1

## Respecting Yourself Workbook

Topics and activities covered in this workbook include:

- Examining your top ten values (exercises in discovery)
- Knowing yourself and knowing what you really want
- Finding pathways to your goals
- Honoring and respecting others
- Learning the power of integrity

This workbook has been used very successfully in diversity training projects.



Price.....\$9.95

GSA.....\$4.48

**Order# D-03**

ISBN 1-877709-28-X



## The Me I Want To Be Workbook

The purpose of this workbook is to examine the past as a way to build toward the future. Topics covered are:

- Healing strategies to resolve past hurts •
- A checklist to recognize problems in the present •
- Activities to create a vision of the future •

This workbook has been used in summer youth programs to help students identify challenging paths or careers and to help them better recognize the direction of their future.

Price.....\$9.95

GSA.....\$4.48

**Order# D-05**

ISBN 1-877709-29-8



## The Taking Care of Yourself Workbook

This workbook presents information to help motivate effective healthy life changes. Topics covered include:

- Discovering your own life-style •
- Healthy tips for financial well-being •
- Picking an item to change •



Price.....\$19.95

GSA.....\$8.98

**Order# D-12**

ISBN 1-877709-39-5

## The Making Healthy Choices Workbook

This workbook utilizes a client pre-assessment to help customize the learning experience for the participants by identifying specific areas of needs for each client.

It incorporates a dynamic, highly interactive learning approach that minimizes traditional lecture and accentuates group dynamics and team participation through fun-filled activities.

It also focuses on the "total person" rather than merely employment topics. The workbook recognizes that the success of the individual on the job is dependent upon their ability to manage their personal life, home life, finances as well as the requirements for job performance.



Price.....\$11.95

GSA.....\$5.38

**Order# D-05**

ISBN 1-877709-34-4

## Rising Above It

This workbook will set you on an empowering process of learning and growing in the face of trials. It is a coaching manual that can give you the competence to manage yourself with maximum happiness and minimum stress.





Price.....\$12.95

GSA.....\$5.83

**Order# D-11**

ISBN 1-877709-36-0



## The Job Search Workbook

The workbook is designed to show the participant the 10 Steps to a Job Search. Topics covered in the book are;

- The job of finding a job •
- A winning attitude •
- Get organized •
- Target what you want •
- Discover leads •
- Create a network •
- Produce great materials •

AND MUCH MORE! Tips, Do's And Don'ts, and sample questions!

Price.....\$9.95

GSA.....\$4.48

**ENGLISH**

**Order# V-02**

ISBN# 1-877709-42-5

**Prices PER USAGE**

Price.....\$9.95

GSA.....\$4.48

**SPANISH**

**Order# V-03**

ISBN# 10877709-46-8



## The Job Search Workbook Audio CD


This interactive CD contains the entire contents of the Job Search workbook, read aloud for you and your participants' needs. Each professionally recorded CD contains each Chapter of the workbook with an accompanying movie of each page displayed on the screen for easy interaction by the participants. Each CD also contains the full text of the workbook in PDF format for you to print on an "as needed" basis.

**The Job Search Audio CD is available in both ENGLISH and SPANISH!**

Please specify which you would like when ordering.



## *Common Knowledge*



Price.....\$22.50 (pack of 10)  
GSA.....\$10.13 (pack of 10)


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ISBN 1-877709-11-5

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## Taking The Mystery Out Of The Checking Account

This booklet discusses how to look for a bank, open an account, balance a checkbook and other helpful tips regarding checking accounts.

## *Common Knowledge*



Price.....\$22.50 (pack of 10)  
GSA.....\$10.13 (pack of 10)

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## Budgeting: Why It's Important

This booklet details working with a budget, understanding credit and debt and making sure a budget meets the needs of an individual.



## *Common Knowledge*

Price.....\$22.50 (pack of 10)

GSA.....\$10.130 (pack of 10)

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ISBN 1-877709-15-8



### **Discipline: Children Don't Come With Instructions**

This booklet offers helpful suggestions, by age group, for developing a positive relationship with your children while strengthening their personality and behavior.

## *Common Knowledge*

Price.....\$22.50 (pack of 10)

GSA.....\$10.13 (pack of 10)

**Order# B-04**

ISBN 1-877709-09-3




### **Finding A Place To Rent**

Helping you find the right place, this booklet guides you through the ins and outs of signing a lease, and how to find the best places where you and your family will be comfortable.



## *Common Knowledge*



Price.....\$22.50 (pack of 10)  
GSA.....\$10.13 (pack of 10)


**Order# B-05**  
ISBN 1-877709-12-3

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## Preparing For A Move

This booklet provides a checklist in helping you plan your move. It also gives you suggestions on how and where to go to turn on utilities, telephone, cable, etc. This booklet is a MUST for first time movers!

## *Common Knowledge*



Price.....\$22.50 (pack of 10)  
GSA.....\$10.13 (pack of 10)

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ISBN 1-877709-10-7

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## Common Sense Shopping

This booklet offers tips on finding the best buys and realistically assessing needs. Find out how to save money using common “cents”.



## *Common Knowledge*

Price.....\$22.50 (pack of 10)

GSA.....\$10.13 (pack of 10)

**Order# B-11**

ISBN 1-877709-17-4



## Basic Grammar

Use this booklet to brush up on grammar and vocabulary skills. Improve speaking and writing abilities.

## *Common Knowledge*

Price.....\$22.50 (pack of 10)

GSA.....\$10.13 (pack of 10)

**Order# B-12**

ISBN 1-877709-19-0

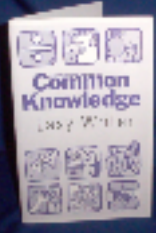


## Simple Math

Math basics are outlined in this booklet; addition, subtraction, multiplication, and division. If you find yourself without these skills or needing to brush up on these skills, this booklet will definitely help you.



## Common Knowledge




Price.....\$22.50 (pack of 10)  
GSA.....\$10.130 (pack of 10)

**Order# B-13**  
ISBN 1-877709-18-2

## Easy Writer

It is never easy to get your thoughts down on paper. This booklet, however, will guide you through a step-by-step process of writing. Learn some very useful tips and techniques from qualified professionals.

## Common Knowledge



Price.....\$15.95  
GSA.....\$7.18

**Order# A-01**  
ISBN 1-877709-06-9

## The Quick & Easy Reference Guide For Home And Office

This handbook serves as an excellent learning tool and reference for those entering, or already in the clerical field. As a home or office tool, it is invaluable. Always at your fingertips and ready to use, it covers:

- Appearance
- Writing
- Typing
- Vocabulary
- Speech & Grammar
- Informal Math
- Telephone & Filing
- Office Equipment Tips

This guide is also used as a study guide to assist students and individuals in passing examinations and meeting assessment skills levels.



Making  
Healthy Choices  
Module 1



ADAPT  
VIDEO PUBLISHERS  
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