

CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES
AND THE SCHOOL OF CONTINUING EDUCATION



SKILL ENHANCEMENT AND EMPLOYEE DEVELOPMENT
PROGRAM

SUPPORT YOUR COMMUNITIES
BY PARTNERING WITH TRITON COLLEGE

Participants in the S.E.E.D. Program receive instruction to further develop their employment skills to be successfully employed in their communities. By partnering with CAAS/Triton College, an employer is supporting their community and benefiting from the knowledge, skills and abilities of S.E.E.D. participants.

Benefits of partnering with Triton College to support participants of the S.E.E.D. Program include:

- Increasing diversity in the workplace.
- Finding reliable employees for your business.

Participants receive classroom instruction to increase the following skills related to the workplace setting:

- Interviewing skills.
- Goal setting.
- Customer service.
- Professionalism.
- Social communication.
- Self-advocacy.
- Coping skills.
- Job expectations.
- Team work.
- Job accommodations.
- Co-worker relationships.
- Dependability.
- Problem-solving.
- Financial management.

PROGRAM OVERVIEW

Part 1: Attend in-person instruction twice weekly.

Part 2: Attend in-person instruction twice weekly and engage in a paid 30-hour campus employment experience.

Part 3: Engage in a 75-hour (7.5 hours per week/10 weeks) community employment experience.

Triton College staff support participants and employers during the community employment experience. Participants will develop a work schedule with the employer partner based on the employer's and participant's mutually available hours.

Upon successful completion of all three required parts, all lessons and both employment experiences, participants will receive the S.E.E.D. (Skill Enhancement and Employee Development) Certificate through the School of Continuing Education.

Interested in partnering with Triton College?

Contact CAAS by email at caas@triton.edu or by phone at (708) 456-0300, Ext. 3854.



Triton College
triton.edu

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