

CENTER FOR ACCESS AND ACCOMMODATIVE SERVICES



S.E.E.D. provides students the opportunity to earn a certificate through in-person instruction and employment experiences that are designed to enhance employability skills, preparing them for independent employment in the community.

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

- **Job expectations.**
- **Teamwork.**
- **Job accommodations.**
- **Co-worker relationships.**
- **Dependability.**
- **Problem-solving.**
- **Professionalism.**
- **Financial management.**
- **Social communication.**
- **Self-advocacy.**
- **Coping skills.**
- **Interviewing skills.**
- **Resume writing.**
- **Cover letters.**

PROGRAM OVERVIEW

Part 1 Attend in-person instruction for eight weeks, Monday-Thursday for two hours per day.

Part 2 Attend in-person instruction for eight weeks, Monday-Thursday for two hours per day and engage in a 30-hour campus employment experience.

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

The program starts in January and June.

All students will develop a work schedule with the employer partner based on the employer's and student's mutually **available hours**.

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

Interested in learning more?

Interested individuals should contact **Colleen Malinowski** by calling **(708) 456-0300, Ext. 3917**, sending an email to **seed@triton.edu**, or by visiting **Room A-105** (lower level of the A Building).

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