



www.atsplus.org

Providing Individualized Computer and Business Training

Specializing in Facility Based Work Adjustment

Facility Based Work Adjustment

When your BWC client is ready to re-enter the work force they may be in need of a work adjustment analysis. This is one of the many things that ATS Plus can provide to you. Using a combination of computer training classes and career management classes we will assess the following aspects of your client:

- Attendance
- Strength
- Orienting
- Communication
- Initiation
- Work rate without prompts
- Job sequencing
- Environment change
- Socially acceptable and unacceptable behaviors

Flexibility is a key component to our Work Adjustment Program. Our primary concern is to provide for the needs of our consumers. Our start dates are not on a regular schedule, they are as needed. We customize curriculum to include the hours and topic content optimized for each individual.

COMPUTER SKILLS:

- Keyboarding
- Numerics
- Data Entry
- Internet/Job Search

In today's work environment, almost all jobs use computer skills of some sort making ATS Plus a perfect place for work adjustment!

ADJUSTMENT PROGRAM DETAILS:

- 2, 3, or 4 hours a day
- 4 days a week
- 4-12 week programs
- BWC established fees honored
- Work Adjustment Assessment provided on a weekly basis

Maintaining current knowledge of the Ohio Bureau of Workers' Compensation state standards and reporting procedures is a critical component to ensure success for all parties involved, especially the client receiving the services.

Additional training opportunities offered at ATS that your client may be approved for range from One to One tutoring to 6 month classroom certificates. The class sizes are kept small, under 12 per class, to ensure individualized attention. These classes may be available for your client to audit depending on the work assessment structure that is required.

CERTIFICATE COURSES:

- Administrative Office Assisting • 6 months
- Customer Service "Above and Beyond" • 4 months

COMPUTER SKILLS AVAILABLE:

- Windows Programs:
 - Word
 - Excel
 - Access
 - PowerPoint
 - QuickBooks
 - Publisher
 - Outlook

*All subjects are offered at basic, intermediate and advanced levels depending on student need

- Data Entry Applications
- Basic Medical Terminology

*Available in some combination for all certificate courses, electives adjust to job market demand

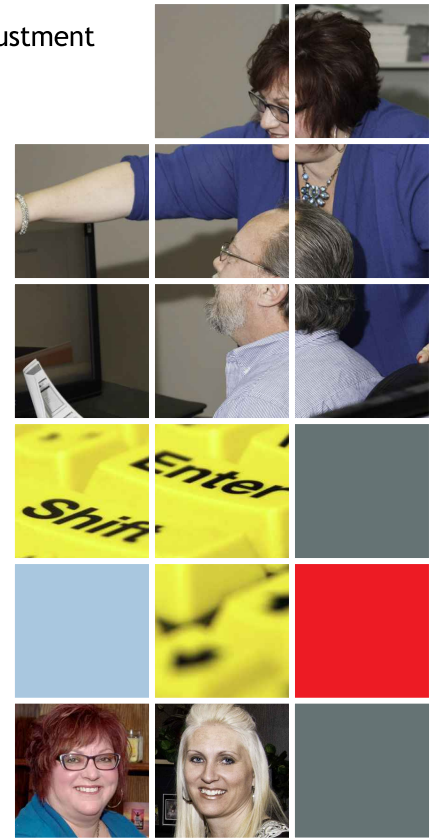
CAREER SKILLS:

- Work Ethic
- Attitude and Communications Skills
- Resume and Portfolio Development
- Interview Workshops
- Job Club

*Specific to customer service coursework
Full time classes run 4 days a week for 4 hours a day

Upon graduation from these certificate courses you will be ready to work in any office environment. Typical job placements include, administrative assistant, dispatcher, office manager, customer service assistant, data entry professional, medical scheduler and medical record file manager.

We look forward to helping you and your client to build a better Ohio and a thriving workforce.



Owners/Administrators:
Lisa Peske, Tiffany Jordan

419-244-6332

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ATS Plus - bringing clients back to the workforce one case at a time.

ATS Plus provides individualized Microsoft Office skill training and job readiness services. Our specialty is working with people who prefer small classes offered in a professional office environment.

Our building is ADA compliant with easy parking and all the facilities on the first floor. The classroom also contains ergonomic computer equipment.

We support individuals in their personal desires to become confident, capable employees.

TOLEDO HEADQUARTERS

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