

# *Live Wire Media*

## **School-to-Work Catalog**

Materials for  
Character Education  
Guidance  
Life Skills

*Updated August 2011*

P.O. Box 848 • Mill Valley, CA 94942  
**[www.livewiremedia.com](http://www.livewiremedia.com)**  
(800) 359-5437 • FAX (415) 552-4087

# Not For Sale: Ethics in the Workplace

## Two DVDs and Leader's Guide for grades 9-12

*Not For Sale* is a compelling **school-to-work** program about the experiences of four recent high school graduates who go to work in the same department store, this program helps prepare young people for the sorts of ethical situations and decisions they will face as they enter the work force. In discussing the issues portrayed, students learn to relate personal morality to professional ethics. Aimed at high school students, *Not For Sale* offers an easy and concise introduction to business ethics and professional responsibility.

- Teaches skills and values essential to success in the workplace
- Prepares students for workplace situations and decisions
- Starts new workers off on the right foot
- Reduces the likelihood of getting into trouble on the job



**\$199.00**

*Two DVDs plus Leader's Guide*

Includes: two DVDs totalling 1 hour 45 minutes, and a leader's guide with step-by-step lesson plans including discussion questions, student assignments and more.

# Finding the Perfect Job

## How to Succeed in the Job Hunt

### DVD and Teacher's Resource Book for grades 7-College

Landing your perfect job takes organization, persistence, patience, and knowing how to sell your strengths to potential employers. This DVD follows teenager Bethany, as she experiences the highs and lows of her own real-life job search. Viewers learn the basics, from preparing a resume and cover letter; to scouting the help wanted ads, to job interview dos and don'ts, including what to wear and what to say. Skills include how to take advantage of school career centers; how to locate promising job postings in newspapers, job boards and the internet; how to network effectively; and how to tailor job applications to highlight talents, ambitions, and interests. Advice from professionals and tips from the featured young people deliver useful information and encouragement in a teen-friendly style.

**\$139.95**

*DVD with Teacher's Resource Book  
and Student Handouts*



Includes: 18-minute video, teacher's resource book, and student handouts with pre/post tests. 

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# White Hot Jobs

## The Fastest Growing Jobs Today

### DVD and Teacher's Resource Book for grades 9-College

Choosing the ideal career would be easy if all jobs were created equal. But, because of changing demographics, technology advancements and other market forces, some jobs have a more promising future than others. This video and print package explores five hot job growth areas: health care, financial management, technology, the service sector and the environment. In each sector, jobs are profiled from the entry level through to mid management and above to show a career path. Here are some of the jobs showcased: a home health aid, an EMT, an x-ray technician, a chiropractor, a family physician, a surgeon, a network support technician, a web specialist, a programmer and an IT manager. Teen viewers will learn where the opportunities are, what education is required, and how to plan now for tomorrow's job.



**\$139.95**

*DVD with Teacher's Resource Book  
and Student Handouts*

Includes: 17-minute video, teacher's resource book, and student handouts with pre/post tests. 

# Who Would You Hire?

## Two DVDs for grades 9-12

Prepare your students to enter the job market with this two-DVD series. Students will learn the dos and don'ts of interviewing and how to make a strong first impression. The DVDs give teens the opportunity to evaluate the strengths and weaknesses of the dramatized job applicants and decide who they think should get the job.

**\$169.00**

*Two DVDs plus two activity CDs*



Includes: two DVDs totaling 50 minutes, and two activity CDs with discussion questions, writing assignments, and printable evaluation forms to use with the video interviews.

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# Making a Good Impression

## Resumes, Interviews, and Appearance

### DVD and Teacher's Resource Book for grades 7-College

In a fast-paced world of emails and text messaging, it's easy for young people to forget the importance of concise business writing with a courteous presentation. Indeed, many teens may not realize that the 'laid-back' communication style that is common at school is far from appropriate in the world of work. This video brings viewers back to basics: how to write a proper resume, what to wear on a job interview, and how to behave appropriately in the workplace. Viewers will enjoy a series of dramatic (and sometimes comical) vignettes that identify what is—and is not—proper workplace behavior. Special emphasis is given to the importance of good speaking and writing skills. Treating bosses and colleagues with due respect is also presented as a crucial part of being a successful employee. Follow-up activities in the Teacher's Resource Book will help students improve their writing abilities, and offer role-play opportunities to practice proper workplace behaviors.



**\$139.95**

*DVD with Teacher's Resource Book  
and Student Handouts*

Includes: 25-minute video, teacher's resource book, and student handouts with pre/post tests. 

# Matching Your Skills, Talents, and Ambitions to a Dream Career

### DVD and Teacher's Resource Book for grades 7-College

The happiest employees are the ones who have found careers that match their skills, talents and ambitions—but, finding the right match is often difficult. Many students feel lost just imagining what their future career might be! Using the experiences of real-life teens and young adults, this program coaches viewers on how to pinpoint their talents and aptitudes, evaluate qualities they would like to find in a "dream" job, and match up those characteristics to find a career uniquely suited to them. Showcases four young people as they embark on their careers as chef, pilot, photographer and stand-up comedian. Clearly demonstrates the connection between each career choice and the personalities, skills, and talents that match up for success.

**\$139.95**

*DVD with Teacher's Resource Book  
and Student Handouts*



Includes: 16-minute video, teacher's resource book, and student handouts with pre/post tests. 

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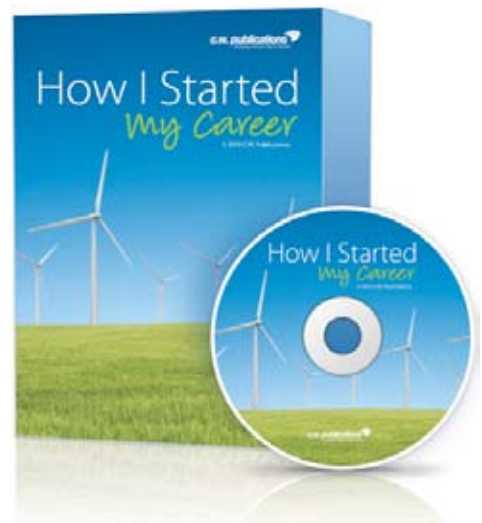
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# How I Started My Career

## Two DVDs for grades 9-College

In this two-part, interactive video program, your students will accompany Alex as he searches for his first full-time job and faces the challenges of the first six months at Zephyr Industries, a wind technology company.

Throughout the program, you are given the opportunity to pause the video and discuss with your students critical decisions Alex has to make before they see what actually happens. As they share in his successes and failures, they'll learn valuable real-life lessons that will teach them job search skills and help them reach their own career goals.



**\$169.00**

*Two DVDs plus Activity CD*

Includes: two DVDs totaling 45 minutes, and an activity CD full of printable student activities.

# Beyond High School

## Strategies for Nontraditional Students

### DVD and Teacher's Resource Book for grades 7-12

A traditional four-year college may not be the best option for many high school students enrolled in special education courses. Other options explored include a recent high school graduate getting a certificate in culinary arts as she pursues her dream of a catering career. An apprentice in a brick-laying program who never felt comfortable being a student decides that an apprenticeship made more sense for him. Two students with learning disabilities talk about a college program specifically designed for students like them. Video expands on each of these examples to explore similar options available throughout the country. It offers advice about where to find information and what questions to ask. This unique program provides encouragement for high school students, reminding them that there are different avenues to a successful and rewarding life after high school.



**\$139.95**

*DVD with Teacher's Resource Book  
and Student Handouts*

Includes: 19-minute video, teacher's resource book, and student handouts with pre/post tests. 

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# Business Ethics on the Job

## DVD and Teacher's Resource Book for grades 7-12



This program defines what business ethics are, and identifies why they are necessary for success in the workplace. A series of engaging live-action vignettes help viewers to recognize the importance of key ethics such as honesty, loyalty, integrity, confidentiality and respect for others. The video can be paused after each vignette so that students may discuss how they would handle the situation that has been presented. Teens typically don't have enough experience in the business world to recognize that the best workers are those who demonstrate superior ethical traits as well as diligent work habits. Designed to be enlightening and interactive, Business Ethics on the Job makes it clear how young employees must behave in order to be successful. Student activities in the Teacher's Resource Book expand upon the points identified in the video, so that students can continue their exploration of the subject of business ethics.

**\$139.95**

*DVD with Teacher's Resource Book  
and Student Handouts*

Includes: 21-minute video, teacher's resource book, and student handouts with pre/post tests. 

# Stash That Cash

## Budgeting, Saving, and Investing for Teens

## DVD and Teacher's Resource Book for grades 7-12

A teen with a job faces all kinds of decisions about how to use that paycheck: go out to dinner or save for a car? A new iPod or college tuition? Spring break at the beach or a long-term investment? This program introduces the concepts of money management and financial planning for the future in a fun, easy-to-understand manner. Experts coach students on how to budget for expenses, set and attain savings goals, and choose the best ways to save and invest their money.

The video and accompanying activities will help students learn how to make monthly budgets, how to estimate expenses, how to balance a checkbook, how internet banking works, how credit cards work, how to avoid credit traps, and how to protect themselves from identity theft. Students learn the basics about how to spend smart, save, and invest for the future. Humorous vignettes and solid advice make these important lessons entertaining for teens.



**\$139.95**

*DVD with Teacher's Resource Book  
and Student Handouts*

Includes: 22-minute video, teacher's resource book, and student handouts with pre/post tests. 

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# Ordering Information

## How can I place my order?

We can accept orders placed via mail, email, toll free phone, fax, or via our website. Please see the bottom of this page for our contact information.

## Do you accept purchase orders?

Yes! We are happy to accept your authorized school or district purchase order. You may send it to us by fax or mail (see below for contact information) or by emailing [sales@livewiremedia.com](mailto:sales@livewiremedia.com). You may also upload it to our website.

## What other forms of payment do you accept?

You can order online or via phone with your Visa, MasterCard or American Express credit card. We also accept checks.

## What are your shipping rates?

For standard shipping and handling within the United States or Canada, please add 8% to your subtotal. California residents must also add appropriate sales tax. Our minimum shipping charge is \$6.50, and our maximum charge is \$95.00, on any single order shipping to a single address. Please call or email us for rates on expedited or international shipments.

## Do I have to pay sales tax?

California residents must add the appropriate sales tax for their county to their order.

## I'm not from the United States or Canada. How can I order?

If you are from a country other than the U.S. or Canada, please call or email us to place your order, as international shipping rates vary. Please note that we require prepayment for all international orders by credit card, and that any taxes, duties and/or customs are your responsibility.

## What is your return policy/quality guarantee?

If you find that our product does not meet your needs, you may return it in saleable condition within 60 days for a refund or credit. To arrange for a return, call our toll free number for a return authorization. Shipping & handling charges will not be refunded.

## Can I preview the DVDs before I buy them?

We have several options available for you to view our programs before purchasing.

### Highlights Videos

As an alternative to previewing all the programs in a series, we have highlights videos available for many of our products which include portions of every program in a series. It's a convenient way for you to preview an entire series in a short time. Many of the highlights videos can be viewed on our website, or you can call or email us to request a free highlights DVD (be sure to specify the title of the series you are requesting).

### Full DVD Preview

We are pleased to offer one of the friendliest preview policies in the business. If you represent an institution—a school, a library, a youth service agency, or another such group—you may preview up to two videos for 30 days at no cost (except for return shipping). If you decide not to purchase, just return the merchandise to us in saleable condition. Your 30 day preview period begins when you receive the materials. To request a preview, or to receive more information, please call or email us. Be sure to specify (by title) which materials (videos only) you wish to preview.

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# Order Form

## Bill To

For credit card orders, this must be the same address that appears on your credit card statement.

NAME

POSITION

INSTITUTION

ADDRESS

CITY, STATE, ZIP

PHONE

## Ship To

Please provide a physical address. We cannot ship to PO Boxes.

NAME

POSITION

INSTITUTION

ADDRESS

CITY, STATE, ZIP

PHONE

## Products Ordered

Your videos will be on DVD unless you specify VHS.

QUANTITY	TITLE & DESCRIPTION	PRICE	AMOUNT
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

## Payment Method

CHECK ENCLOSED       PURCHASE ORDER ENCLOSED

VISA       MASTERCARD       AMERICAN EXPRESS

CARD NUMBER

EXPIRATION DATE

SECURITY CODE

SIGNATURE

SUBTOTAL \$

SALES TAX \$  
CA only

SHIPPING & HANDLING \$

For shipping and handling in the U.S. and Canada, please add 8% to your subtotal. Minimum \$6.50, maximum \$95.00 on any single shipment. Contact us for expedited and international rates.

TOTAL \$

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