

Workforce Prep Resource/Reference List

(Just a sampling of the wide array of resources available.)

Curricula/Teaching Materials

Cox, K.J. (Ed.). (1998). **Getting Down To Business: A curriculum for introducing youth to entrepreneurship.** Columbus, OH: The Ohio State University Extension.

Get into the act!: Youth guide (4-HCCS BU-08191) and Helper's guide (4-HCCS BU-08192). Youth guide, leader's guide, and interactive CD.

Hudson, Andrea (Ed.), (1999). **4-H 101: The Basics of Starting 4-H Clubs.**

Junior Achievement (2001). Junior Achievement, Inc. Colorado Springs, Colorado. www.ja.org

Leeds, C & Archer, T. (1994). **Teen Leadership On the Job (Ohio 4-H 373).** Columbus, OH: The Ohio State University Extension.

Maxa, E. L., Arnold, M. E., Baker, D., Cahill, S. Choksi, K., Dennis, L., et al. (2003). **Heads-on, hands-on: The power of experiential learning (4-H CCS DH-07900).** Raleigh, NC: North Carolina Cooperative Extension.

Moving Ahead: Preparing the youth development professional (4-H CCS MI-7515). The Army School Age and Teen Project. 4-H CCS MI-7515

Wild Over Work: WOW! (4-H CCS MI-6880).

Workplace Development Fact Sheets from Alabama Cooperative Extension

<http://www.aces.edu/crd/workforce/pubs.html>

Other Reading

Compton, R. (2003). Kids and conflict in schools: What's it really like? In T. S. Jones & R. Compton (Eds.). *Kids working it out: Strategies and stories for making peace in our schools* (pp. 3-15). San Francisco: Jossey-Bass.

Ferrari, T. M. (2003). Working hand in hand: Community youth development and career development. In F. A. Villarruel, D. F. Perkins, L. M. Borden, & J. G. Keith (Eds.). *Community youth development: Programs, policies and practices* (pp. 201-223). Thousand Oaks, CA: Sage

The Secretary's Commission on Achieving Necessary Skills. (1991). *What work requires of schools: A SCANS report for America 2000.* Washington DC: U.S. Department of Labor. Retrieved from <http://wdr.doleta.gov/SCANS/whatwork/>.

Sims, M. (1998). The 4-H involvement in workforce preparation. Retrieved from <http://www.fourh.umn.edu/resources/center/PDF/Center-Story5.pdf>

Overview of Youth Workforce Development Programs (Ext. Workforce Dev. Task Force)

[urbanprograms.osu.edu/pdf/ Workforce%20DevelopmentYouth13.pdf](http://urbanprograms.osu.edu/pdf/Workforce%20DevelopmentYouth13.pdf)

Provides description, purpose, time frame, potential audience, and evaluation information for: Career Quest, Leadership Skills You Never Outgrow, Team Challenge, Teen Leadership on the Job, Getting Down to Business, Reality Store, and more.