



OVERVIEW OF PERSONAL QUALITIES DEVELOPMENT SYSTEM

The Personal Qualities Development System (PQDS) program provides training to enable individuals to learn and develop a set of soft skills (effective workplace behaviors) essential for obtaining and retaining employment. These soft skills are based on employer-validated skills and behaviors essential for success on the job. This training addresses competencies far beyond the traditional “job skills, tasks, and duties” often detailed in a job description or covered in an interview. Rather, they are skills that:

- Reflect personal character and maturity when responding to on-the-job situations;
- Are critical to individual success and job retention when applied in the workplace; and,
- Enable individuals to work more effectively with other employees, supervisors and their customers.

The following PQDS soft skills competencies, if demonstrated daily on-the-job, improve a participant’s ability to obtain, retain and grow at work:

Integrity: Recognizes right and wrong and acts appropriately; and, recognizes when things have gone too far and refers to higher authority.

Responsibility: Tries to keep private life from affecting work; takes action when an unusual situation demands special attention; will ask for help when more information is required; goes the extra mile to make sure a job is done properly; and, completes jobs – does not leave extra work for others.

Self-Esteem: Stands up for oneself – is not defensive when corrected and learns from feedback; and, is willing to try new things, learn new skills and seek help when needed.

Self-Management: When things are slow, does not wait to be told what to do; and, asks for help when s/he lacks knowledge or training – or when things are just too busy.

Sociability: Is open, honest and respectful of co-workers.

The starting point for the development of these skills in program participants is the Workforce Readiness Skills (WRS) assessment instrument, a video-delivered, simulation-based technology from Learning Resources, Inc. (LRI). This assessment has been used by over four million future workers, applicants and incumbents.

The PQDS curriculum is fully aligned with WRS and designed to build each of the soft skills this program measures. The program’s Trainer’s Manual offers step-by-step guidance.

The Trainer's Manual parallels the accompanying Participant Manuals; both are divided into modules. Competencies are taught, practiced and applied. When work experience is part of the Program, these competencies can be practiced at the worksite as well.

PQDS Participant's Manual and PQDS Trainer's Manual

- Training is structured in modules, for delivery over about 24 hours that may be scheduled in any manner necessary (2 hours per week or 1 hour per day over a 4 week period, etc.).
- Each of the competency areas (plus the Planning for the Future) are taught, practiced, applied and reinforced in the training and (if applicable) at the work site.
- A *Participant's Manual* is provided for each participant to serve as their guide through the training, for note taking and journaling, for completing activities and as a reference on personal quality skills.
- The *Trainer's Manual* guides the Trainer carefully through the delivery of training and soft skill building.
- Training addresses four learning styles (imaginative, analytic, common sense and dynamic); applications are included for large-group, small-group, and individual learning activities.

NOTE: To review a segment of the [PQDS Participant's Manual, click here](#). To review a segment of the [PQDS Trainer's Manual, click here](#).

Trainer's Support Material

- PQDS Training Overview
- Learning Theories
- Learning Type Measures
- Classroom Management
- Journaling
- Mind Mapping
- Tips for Trainers
- Reference Guide for Coaches

To learn more about PQDS assessment...

Contact: Alan Lesure, Learning-Resources, Inc: alesure@learning-resources.com; 203-637-5047

To Purchase the PQDS Training System

Contact: Dennis Nitschke, nitschke@frontiernet.net or 920-915-5800