Functional Skills System™

LIFE SKILLS

NEW! Annual Subscription Pricing
Conover Online®

*Conover Online® Functional Skills System* is part of our *Conover Online®* system. At its core are nine separate, yet related, components.

**Quick Facts**

- No reading required (full audio)
- Single switch compatible
- Self-paced, user-directed learning
- Over 4,500+ 15-30 second videos
- Accessible on computers & mobile devices
- Comprehensive reporting options
- Branches to three different ability levels
- Over 4,000 hours of individual and group activities

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**Annual Subscription Pricing**

Our $50.00 subscription provides unlimited access to all of the programs in our Functional Skills System for one year for one participant. The annual subscription includes access to the 4,500+ video library for reviewing and achieving mastery of targeted concepts and behaviors through video modeling.

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**Cloud-Based Convenience**

*Conover Online®* provides immediate access because there is no installation required. Once an assignment is made, the user can access a unit until it is fully completed. Each user’s progress is saved when exiting the unit, so when logged in again, the program picks up right where the user left off, even if it is on a different computer or device.

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**Built-in Accountability**

Real time data tracking is built in to the *Conover Online®* system. Every time a user completes a unit, the data is stored in our revolutionary management system and compiled into a Career Portfolio that can be used for planning individual post-secondary goals and course of study.
Welcome to our Functional Skills System™! When we think about independent living, we sometimes forget that tasks we consider basic can be challenging for others. For 30 years, The Conover Company® has been building and improving the Functional Skills System to provide clear, straight-forward information to help learners function independently in their homes, schools, communities and workplaces. Individuals will gain functional health, life, literacy, math, safety, social, transportation, and work skills, preparing them for a life of freedom and independence. These programs are perfect for anyone trying to become functionally independent in our society.

Skill Levels

There are three skill levels to our Functional Skills System™. Level 1 is our Signs and Words Series SWS. This is our most basic program design. Level 2 is our How to Series HTS. This is our intermediate level programs. Level 3 is our Learning Activity Series LAS and this is the most advanced series of programs in our Functional Skills System™.

LEVEL 1 - Signs and Words Series SWS

The Signs and Words Series (basic level) teaches what various signs and words mean. What should one do when seeing a sign or word?

INSTRUCTIONAL PHASE
(Live-action video with audio)

NAME OF SIGN

INSTRUCTIONAL REVIEW PHASE
(Discrimination skills)

WHEN YOU HEAR THE NAME...

FIND THE CORRECT SIGN

VIDEO WITH SIGN

GENERALIZATION PHASE
(Application of new skills or knowledge)

FIND THE SIGN THAT BELONGS
The How To Series (intermediate level) teaches how to do various activities. Tasks are broken into a sequence of steps performed in a set order. These tasks are all video based and are perfect for learners that can benefit from a video modeling approach to learning.

**LEVEL 2 - How to Series HTS**

How to floss and brush your teeth

The INSTRUCTIONAL PHASE (Live-action video with audio) teaches the HOW (steps) of the activity through observational learning. The OVERVIEW OF ACTIVITIES is provided to introduce the learner to the topic.

- **INDIVIDUAL STEPS TO COMPLETE ACTIVITY**
  - WHAT DO YOU NEED?
  - GENERALIZATION PHASE (Application of new skills or knowledge)
    - SEQUENCING
- **INSTRUCTIONAL REVIEW PHASE** (Discrimination skills)
  - IDENTIFY THE STEPS
- **WHAT IS NEXT?**

**LEVEL 3 - Learning Activity Series LAS**

The Learning Activity Series (advanced level) takes our How-to-Series (HTS) to the next level. This series is targeted towards higher level functioning life skills learners. It incorporates interactive lessons based upon video modeling.

- **LAS 1** (Introduction to the topic)
- **LAS 2** (Lessons related to the topic)
- **LAS 3** (Application of the topic)
Print Materials

The print materials accompanying each program have been greatly enhanced. There are now over 100 hours of individual and group activities per program. Print activities come in PDF format and are included in each software program.

Features

- Cloud-based
- No installs
- Runs on all computers
- Runs on mobile devices
- Age-appropriate
- Corresponding print exercises to reinforce learning (approximately 100 hours of individual and group activities per program)
- Simple interface design
- User friendly
- Pre- and post-assessments
- Data stored in the cloud for district and program accountability
- Closed-captioned

- Switch compatible
- Works with most assistive technology tools
- Two levels of comprehension
- Print any screen in the program
- Make assignments manually OR allow the pre-assessment to make assignments
- Connects to over 40 apps to supplement instruction
- Utilize our unique Functional Communication System and Functional Planning System apps to take new skills and knowledge out in the school, workplace or community as a video modeling and prompting system

Assessments

A pre-assessment is available for most (LAS excluded) programs. Software results of the pre-assessment are used to electronically assign and deliver skill building activities or to direct users to the individual and/or group print activities.

The post-assessment is similar in format to the pre-assessment and can be used for documenting skill gain.
All assessments and instruction are electronically integrated into our management system. This eliminates the expensive and time-consuming activities of scoring and reporting results, and frees up the program administrator to serve more learners at one time and to help where needed. Program accountability is built into the system.
Social & Emotional Learning (SEL)

It is no secret that social-emotional skills are key for success of all people, for social-emotional competencies are the building blocks to all social skill development. For over 30 years, The Conover Company® has sought ways to teach the skills of social-emotional learning to individuals of all learning abilities. These FSEL programs are a lower-level version of our suite of SEL products that teach personal skills like self-awareness, empathy, stress management, assertion, self-esteem and interpersonal awareness skills through interactive activities and videos.

Self-Esteem lies at the core of social-emotional learning. That’s because you must believe in your worth in order to commit to improving yourself and your skills. This program teaches the individual how to change low self-esteem and make way for happiness and self-confidence. Topics covered are: What Is Self-Esteem, Why Self-Esteem?, Changing Low Self Esteem, Improving Self-Esteem and the Benefits of Self-Esteem.

We all have the need for communication on a daily basis. In this program, individuals will learn about assertion and its skills. They will also see how this form of communication can make a huge difference in what they get out of life. Topics: What Is Assertion?, The Importance of Being Assertive, How to Develop Assertion, Benefits of Assertion and Improving Assertion.

Awareness of Self, also called self-awareness, is where it all begins. Without a good understanding of who you are, it is difficult to improve upon other skills. In this program, individuals will learn to identify the parts that make up who they are as well as tips for improving their level of self-awareness. Topics covered: Definition of Self-Awareness, Importance of Self-Awareness, How to Develop Self-Awareness, Improving Self-Awareness and the Benefits of Self-Awareness.
Awareness of others, also referred to as interpersonal awareness, teaches individuals why and how to understand others. They will learn how to improve their interpersonal awareness skills and see the difference these skills can make. Topics covered are: Definition of Awareness of Others, Importance of Awareness of Others, How to Develop Awareness of Others, Improving Awareness of Others and the Benefits of Awareness of Others.

Individuals will learn how empathy allows for a better understanding of and relation to others. Along with tips for improving empathy, this unit shows how important this skill is for improving the quality of relationships with others. Topics covered: What Is Empathy?, Why Empathy?, How to Develop Empathy, Improving Empathy and Benefits of Empathy.

In this program, individuals will learn about motivation and how it helps them achieve their goals. They will learn ways to both improve motivation and to avoid common obstacles that affect motivation. Topics covered are: What is Motivation? Why Motivation Matters, Goal Setting, Increasing Motivation, Overcoming Obstacles.

We all make hundreds of decisions throughout the day. This program breaks down the decision making process for individuals to use in decisions both big and small. Topics covered are: What Is a Decision?, What Is Decision Making?, Why Decision Making Is Important, Characteristics of a Good Decision Maker, How to Make a Good Decision.
Good time management skills are crucial for meeting goals in order to get what you want out of life. In this program, individuals will learn how to prioritize, plan and act in ways to use time productively. Topics covered are: The Definition of Time Management, How to Develop Time Management Skills, Benefits of Time Management, Improving Time Management Skills, Obstacles to Time Management.

This program explains what leadership is and explores what exactly makes a good leader. Individuals will learn skills necessary to step into a leadership role when the opportunity presents itself. Topics covered are: What Is Leadership?, The Importance of Leadership, What Leaders Do, Improving Leadership, What It Takes to Be a Leader.

Commitment Ethic teaches individuals the importance of following through. This program is full of tips to improve commitment, achieve goals and experience success. Topics covered are: What Is Commitment Ethic?, Why Commitment Ethic?, How to Develop a Commitment Ethic, Improving Commitment Ethic, Benefits of Commitment Ethic.

No matter how young or old we are, we all face stress in our lives; it is how we deal with it that matters. Full of practical tips for controlling and managing stress, this program teaches about stress, stressors and, most importantly, how to handle them when they arise and to use stress to your benefit. Topics are: What Is Stress?, What Is Stress Management?, Why Stress Management?, Self-Control and Improving Stress Management.
Everyone can benefit from making healthier choices. In this program, individuals will explore the components of physical wellness and learn how to implement them into everyday life. Topics covered are: The Definition of Physical Wellness, Why Physical Wellness Matters, How to Develop Physical Wellness, Improving Physical Wellness, Overcoming Obstacles.
Social & Emotional Learning (SEL)

Goal Setting and Achievement

These FSEL programs are a lower-level version of our suite of SEL products that teach personal skills like self-control, resiliency, conflict resolution, self-esteem, goal setting, self-efficacy, values congruence, achievement drive, supportive environment, self-management, self-improvement, personal responsibility and problem solving through interactive activities and videos. Our FSEL programs are 100% audio/visual based and require no reading, making them perfect for lower-functioning life skills learners.

In this program, individuals will learn what makes a goal and why goals matter for their success. They will also learn how to practice good goal setting and how to increase their chances of actually achieving what they set out to do. Topics covered are: What is a Goal?, What is Goal Setting?, How to Set Goals, Mistakes to Avoid and Benefits of Goal Setting.

Belief in oneself is key for an individual’s success. This program on Self-Efficacy examines the relationship between attitude and personal success and gives practical ideas for improving self-efficacy. Topics covered are: What is Self-Efficacy?, The Importance of a Good Attitude, Changing Your Thoughts, Improving Self-Efficacy and Benefits of Self-Efficacy.

Individuals will learn about the relationship between values and goals in this program. They will explore how their personal values affect their own goal achievement. Topics covered are: What are Values?, What is Values Congruence?, Living Up to Your Values, Values and Goals and Benefits of Values Congruence.
Achievement Drive teaches users how to harness their motivation to get things done. They will learn to push past obstacles and achieve their goals. Topics covered are: What is Achievement Drive?, How to Develop Achievement Drive, Motivating Yourself, Tips for Achievement Drive and Benefits of Achievement Drive.

In this program, users will learn how their friends, family and peers influence their goals. They will explore how supportive environment leads to goal achievement. Topics covered are: What is Supportive Environment?, How to Develop Supportive Environment, Accepting Support, Tips for Supportive Environment and Benefits of Supportive Environment.

Self-Esteem lies at the core of social and emotional learning and of setting and achieving goals. The reason some people avoid setting goals is to protect their self-esteem. This program covers the basics of self-esteem, as well as explores the relationship between self-esteem and goal setting. Topics covered are: What is Self-Esteem?, Why Self-Esteem Matters, Self-Esteem and Goal Setting, Tips for Goal Setting and Expect Success.

Everyone can benefit from improving self-control. This program teaches users how to control feelings and emotions during difficult situations. Topics covered are: The Definition of Self-Control, The Importance of Self-Control, How to Develop Self-Control, Improving Self-Control and Benefits of Self-Control.

This program covers the use of creative thinking skills to arrive at solutions to problems. Topics covered are: What is Problem Solving? How to Problem Solve, Common Failures in Problem Solving, Tips for Problem Solving and Benefits of Problem Solving.

In this program, individuals will learn about resiliency or the ability to get back up when life's challenges knock them down. They will learn how the skill of resiliency affects and improves various aspects of life. Topics covered are: What is Resiliency?, Why Resilience Matters, How to Develop Resiliency, Improving Resiliency and Benefits of Resiliency.

Self-Improvement helps people learn to be open to change and to look for ways to improve themselves. Topics covered are: What is Self-Improvement?, How to Develop Self-Improvement, Tips for Self-Improvement, Obstacles to Self-Improvement and Benefits of Self-Improvement.
Personal Responsibility teaches individuals to set clear goals and take responsibility for their achievement. Topics covered are: What is Personal Responsibility?, How to Take Responsibility, Becoming Responsible, Obstacles to Responsibility and Benefits of Personal Responsibility.

Conflict Resolution teaches individuals how to communicate effectively to solve a dispute or problem. This program covers topics such as: What is Conflict Resolution?, The Importance of Conflict Resolution, How to Resolve a Conflict, Improving Conflict Resolution and Benefits of Conflict Resolution.
You asked for it and we delivered! Our highly-acclaimed Anger Management, Anxiety Management and Bullying Prevention Programs have been modified to reach a lower-functioning population. Yes, individuals who have more limited reading and comprehension levels can now successfully access our Anger, Anxiety and Bullying Prevention Programs. These programs contain all of the same skill building units identified on pages 57-64 as part of the original programs.

The Anger Management Program™

Violent behavior is often the result of stressful events that trigger the inability to control an overwhelming sense of anger. The Anger Management Program teaches a positive alternative to violence, and, in turn, helps to develop healthy personalities.

The core units of Interpersonal Assertion, Empathy and Stress Management are taken from the Emotional Intelligence Programs listed above and are the core skills for learning how to manage anger.

**Interpersonal Assertion** – Teaches how to effectively use direct, honest, and appropriate expression of thoughts, feelings and behaviors in dealings with others. Assertion is an alternative communication style to aggression (anger) and deference (fear).

Topics covered are: What Is Assertion?, The Importance of Being Assertive, How to Develop Assertion, Benefits of Assertion and Improving Assertion.

**Empathy** – Covers how to sense, understand, and accept another person’s thoughts, feelings and behaviors. Research demonstrates that persons who possess empathy are more reserved in acting out against others. Empathy is a primary characteristic of a skilled communicator. Along with tips for improving empathy, this unit shows how important this skill is for improving the quality of relationships with others.


**Stress Management** – Stress is usually the trigger for anger. This program teaches how to manage stress and anxiety. People with skills in managing stress positively are good at managing time and are flexible, self-assured, stable and self-reliant.

If fear and worry are left unchecked, the result is anxiety. Anxiety is a feeling of fear and worry, typically about an event or an uncertain outcome. When anxiety and resulting depression overtake our lives, it can impact our health, our relationships and even our personal success in school and the workplace. The Anxiety Management Program teaches how to manage anxiety through learning self-control, managing stress and improving physical wellness.

The three units in the Anxiety Management Program are Self-Control (taken from Goal Setting and Achievement), Stress Management and Physical Wellness (both taken from the Emotional Intelligence Program).

**Self-Control** – The battle between the cognitive or thinking and the emotional or feeling brain. Logic and reason are part of the thinking brain, while fear and worry are part of the emotional brain. Everyone can benefit from improving self-control. This program teaches users how to control feelings and emotions during difficult situations.

Topics covered are: The Definition of Self-Control, The Importance of Self-Control, How to Develop Self-Control, Improving Self-Control and Benefits of Self-Control.

**Stress Management** – Stress is a trigger for anxiety. Stress Management teaches how to manage stress and anxiety. Full of practical tips for controlling and managing stress, this program teaches about stress and stressors, and, most importantly, how to handle these when they arise and to use stress to your benefit.


**Physical Wellness** – Taking care of one’s body through proper diet, rest and exercise. Physical wellness is a critical key to managing anxiety and is most often overlooked. Self-control and stress management involve thinking, while physical wellness involves action.

Topics covered are: The Definition of Physical Wellness, Why Physical Wellness Matters, How to Develop Physical Wellness, Improving Physical Wellness, and Overcoming Obstacles.
Bullying Prevention Program™

There are many programs addressing the issue of bullying prevention but most programs focus on the knowledge or cognitive side rather than on the affective or emotional side of the bullying process. The Bullying Prevention Program focuses on developing a healthy (emotionally competent) personality in which personal needs are met outside of the bullying process. Our Bullying Prevention Program addresses both sides of the bullying process, the Giver or the bully and the Target or the receiver of the bully’s actions.

Interpersonal Assertion, Empathy and Self-Esteem are taken from the Emotional Intelligence Series, and Self-Control, Resiliency and Conflict Resolution are taken from the Goal Setting and Achievement series.

**Assertion** or Interpersonal Communication Style Under Stress- addresses how to effectively use direct, honest and appropriate expression of thoughts, feelings and behaviors in dealing with others. This is the desired communication style for both The Giver and The Receiver in the bullying process. In contrast are the problematic styles of Interpersonal Aggression, which is anger (The Giver) and Interpersonal Deference, or fear (The Receiver).

**Self-Esteem** is a perceived level of self-worth. The Giver uses the bullying process to bolster feelings of inadequacy while The Receiver’s Interpersonal Deference is highly correlated to low levels of self-esteem.

**Empathy** is the ability to sense, understand and accept another person’s thoughts, feelings and behaviors. A lack of empathy allows Givers to avoid the negative effects of their bullying behavior.

**Self-Control** is the ability to handle personal feelings and emotions in difficult life situations. This is a critical skill for both The Giver and The Receiver.

**Resiliency** includes the ability to proactively work through processes and activities and cause bottom-line results to happen. Research shows that those participating in the bullying process are more likely to participate again. Resiliency helps individuals to recover from these negative effects and stops the bullying process from repeating itself.

**Conflict Resolution** is the process of resolving or finding a solution for some sort of disagreement, fight, or form of oppression. Conflict resolution includes the ability to help opposing parties or opposites to agree on some common action. This is also a critical skill for both The Giver and The Receiver.
Social encounters are unavoidable and essential for successfully interacting with people. Individuals can be severely limited by a lack of social skills, but the good news is that these skills can be learned. The Social Skills series teaches the basics of good social skills in our homes, schools, communities, and workplaces by using video modeling for successful social encounters.

Effective communication goes far beyond the verbal aspect of the conversation. This program teaches critical communication skills. Topics include:

- NON-VERBAL COMMUNICATION such as facial expressions, eye gaze, touch, gestures and physical appearance
- LISTENING SKILLS such as eye contact, pay attention and don’t interrupt
- VERBAL-SPEAKING such as look at person, think before speaking, and tone of voice.

This program provides users with a simple and direct approach to learning everyday social skills and is a must for any social skills training program. *Everyday Social Skills* addresses basic social skills necessary for interactions within the community, such as walking down the street, using a restroom, waiting in line, asking for directions or information and joining in a group.

Good manners go a long way in making a positive impact on the people we encounter every day. This program teaches tips for good manners when Meeting/Greeting People, Giving Help to Others, Asking for Help, Being Thoughtful and Considerate, Using Good Behavior, and Table Manners.
I have looked for years for functional skill materials for my moderate/severe middle & high school students. It has been almost impossible to find things that are age appropriate, yet at a developmental level appropriate for the wide variety of students that I teach. Until now. Conover's Functional Skills Programs are wonderful. The graphics and videos are the best I’ve found. Access is another great thing. Conover’s programs are easily used with Intellikyes and touch screens. I also like the Management program because it is so easy to use. I would definitely recommend this program.

Michelle Robbins, FMD TEACHER
BEREA COMMUNITY SCHOOL

School Social Skills is a three-part series covering the essential social skills needed in a school setting. In Personal Social Skills, areas addressed include: Respect Authority Figures, Take Responsibility, Be Dependable, Accept Consequences, Be Polite and Courteous, Tell the Truth, Be Positive, Have Self-Control, and Be Assertive.

In this section of School Social Skills, skills essential to starting a conversation or interaction with others are addressed. Topics include: Ask Permission, Greet Others/Start Conversations/Give Help, Introduce Self, Introduce Others, Ask for Help/Assistance/Feedback, Give Directions, Join Others in Group, Apologize/Excuse Self, Give a Compliment, and Make a Complaint.

School Social Skills also addresses the skills needed to respond appropriately in interactions with others. Responding Social Skills includes: Listen and Respond to Others, Follow Directions, Understand the Feelings of Others, Handle Criticism, Respond to Peer Pressure, Problem Solving, Deal With an Angry Person, Manage Your Anger, and Being Embarrassed.
As part of Workplace Social Skills, Personal Social Skills addresses the personal qualities that enable individuals to be trusted employees and coworkers. This program includes: Take Responsibility; Be Dependable; Accept Consequences; Have Self-Control; Maintain Hygiene, Grooming and Dress; Be Positive; Tell the Truth; Be Polite and Courteous; Be Assertive.

Initiating Social Skills covers the workplace skills needed to initiate communication, and includes: Greet Others/Start Conversations/Give Help, Introduce Self, Ask for Help/Assistance/Feedback, Give Directions, Join Others in Groups, Apologize/Excuse Self, Give a Compliment, Make a Complaint.

Workplace Social Skills require individuals to respond appropriately in many different situations. Included in this program are: Listen and Respond to Others, Follow Directions, Handle Criticism, Respond to Peer Pressure, Deal with an Angry Person.

This sampler includes 62 of the most common topics in the Functional Social Skills System. Included in the program are the topics of meeting/greeting people, taking responsibility, being polite and courteous, joining others in groups, apologizing/excusing self, following directions and handling criticism.
Imagine trying to buy something without knowing the value of the currency or how to add prices. Understanding the value of money and how it is used is essential in order to spend and receive money. This series is designed to teach users how to handle money, from the simple task of identifying different coins and bills, to the complexities of developing a budget. Also included are two programs that teach the basics of telling time.

With the wide variety of coins and bills, using money can be confusing. This program introduces users to money. From a penny up to a twenty dollar bill, coins and bills are identified by picture, name and value. The program also addresses money terms such as cash, cost, pay, refund, and total.

This program simplifies our complex monetary system by familiarizing users with common combinations of coins and bills that are equivalent in value. Starting with five pennies equal one nickel, the program works up to equivalents for a twenty dollar bill.

Did you ever discover at a store that you did not have enough money to pay for your purchases? In this program users will learn how to count money, from 1 penny to $20.00 dollars. These new counting skills will then be put to use to help decide such things as how much money one has and is it enough to buy the things one wants.
In this program users will learn how to recognize U. S. currency and understand their equivalence. They will also learn how to perform basic math functions, use a calculator, debit cards, read receipts and give and receive change.

The ability to handle money responsibly is critical for living a life of independence. This requires individuals to be familiar with the vocabulary associated with money. This program introduces users to 80 vocabulary words related to handling money, such as borrow, cash, change, loan, prepay, and many others.

This program teaches users about the different aspects of time. Everything from the different times of the day (morning, evening, night) to the different units of time. Special emphasis is placed on time keeping devices and how to read them correctly.

This program is a companion to our Time 1 program. It reinforces the users ability to read time keeping devices and to tell the correct time. The program expands users knowledge of time into the important areas of making and keeping appointments and using a daily schedule.
The Functional Life Skills programs include many programs to assess and teach basic life skills essential for independent living in the home and in the community. Covers such things as cleaning the home, washing clothes, hygiene, grooming and dress, going out into the community, using public transportation, going shopping, entertainment in the home and community and more.

Learning the skills of independence means learning how to clean up after yourself. This How To Series program covers the basics of cleaning your home such as clearing the table, wiping the table and counters, how to wash dishes by hand, how to use a dishwasher, how to empty the garbage, how to dust, how to sweep a floor, how to mop a floor, and how to vacuum the floor.

Buying clothing can be a daunting task. This program teaches 80 words that are applicable to clothing stores, including TYPES OF CLOTHING: big and tall, formal wear, children’s; COMMON CLOTHING TERMS: bathrobe, blouse, dress, jeans, price, shoes; SIZES: boy’s, girl’s, men’s, women’s; PATTERNS: checked, plaid, solid, stripes; MATERIAL: cotton, linen, denim. Two additional videos break down the steps for paying and address size and fit of clothing. Users will also benefit from the pictorial, talking, printable shopping list generator.

A quick look around will reinforce how reliant we are on signs and words to give us direction and guidance. Users will feel a sense of independence once they learn to read and understand these 80 signs and words commonly found throughout communities. Included in this program are church, city hall, clinic, grocery store, laundromat, library, pharmacy, restaurant and many more.
In *Dress*, users learn how to dress appropriately. Topics include how to get ready for the day, how to tie your shoes, how to wear clean clothes, and how to wash and dry clothes.

These two programs address 160 words that will help users feel more comfortable taking advantage of all the activities their community has to offer. With categories of At an Amusement Park, At a Water Park, At a Museum, At a Concert, At the Library, At the Theater, At the Movies, Sightseeing and At a Sporting Event, it is easy to participate in fun things in the community.

A great part about independent living is that you have the ability to enjoy your free time at home. This 80-word program teaches users about activities such as GAMES: board games, cards, instructions; HOBBIES: books, camera, cooking, crafts; MUSIC: CD player, piano, volume; PETS: bird, dog, cat; TELEVISION: DVD/Movie, news, remote, schedule, and more. The program also includes five instructive videos that cover the basics of games, hobbies, music, sports, and television.

Grocery stores are flooded with informative signs and reference words. Whether you are browsing the items on the shelves, or just deciding what isle to turn down, such signs are unavoidable. These 3 programs address 250 signs and words in categories, such as SHOPPING TERMS: aisle, cart, checkout; BEVERAGES: apple juice, water, lemonade; HEALTH AND BEAUTY: aspirin, cough drops, shampoo; PRODUCE: apples, bananas, beets; FROZEN FOODS: chicken breasts, frozen dinners, pizza; and more!
In this program, users learn how to get a haircut, how to comb hair, how to shave, how to put on make-up, how to trim fingernails, and other ways to look good.

This program will help users project a positive image. The *Hygiene* program provides users with step-by-step instructions on how to take a bath or shower, floss and brush your teeth, use deodorant, and wash your face and hands.

The ability to read and understand labels is vital for both health and safety. This 80-word program teaches individuals about topics in categories such as FOOD LABELS: 100% natural, fat free, ready-to-use; MEDICINE LABELS (INFORMATION); do not use after ___, shake well: MEDICINE LABELS (WARNING): may cause drowsiness, do not eat, do not exceed; and CLOTHING LABELS: drip dry, dry clean only, wool.

We developed *Information Signs and Words* as a companion to *Survival Signs and Words*. The focus of this program is heavily placed on commonly used information signs found throughout a community. Users learn 80 useful signs and words including admission, ask for assistance, entrance, for rent, hospital, no pets, wait to be seated, and many more.
There are many nuances and formalities relevant to eating in a restaurant that we do not encounter when we eat at home. In these three programs there are 240 signs and words that include: ARRIVING: booth, counter, closed; ORDERING: daily special, entrée, menu; EATING UTENSILS: bowl, fork, knife; PAYING: bill, cash, change; and more!

Schools are full of informative signs and words. Don’t let your students fend for themselves and assume that they understand them simply because they see these words every day. This program covers 80 relevant signs and words such as cafeteria, gymnasium, locker, principal, school bus, stairs and more.

If you’ve ever traveled to a foreign country where you could not read the signs, you know how even the simple task of shopping can seem challenging. Learning the meaning of 80 signs and words such as cash, change, checkout, discount, price, pay here and others, helps individuals to shop on their own.

Our Functional Skills System originated over thirty years ago with the first Survival Signs and Words program. With three decades of experience to draw from, we have developed the most powerful, yet practical, product for teaching the functional skills necessary for independent living. Survival Signs and Words is the perfect launch pad for the Functional Skills System, and users say, “It’s a great place to start.” This program includes 60 key survival signs and words such as bus stop, cashier, do not enter, don’t walk, exit, restroom, police, and many more.
Whether we are out on the street or in a public building, there are always words and signs to guide us. This program contains 80 words that direct us in our daily lives such as closed, don’t turn, enter, no exit, open, push, pull and step down, just to name a few.

This sampler includes 80 of the most common words or signs in the Functional Life Skills System. Included in the program are such words or signs as First Aid Kit, Information, Hospital, Library, School Bus Stop, Don’t Walk, Bread, Cashier and Receipt.
A big part of freedom and independence is learning how to take care of your physical self—especially during an emergency. Knowing how to properly take care of a cut, how to treat a headache or how to go to a pharmacy and find the correct item to treat your sore throat or cold are key functional skills that are included in this important series on health.

This new How To Series program is a must for teaching the basics of self-care, personal health and wellness. The areas of first aid that are included are bruise, burn, cut (not severe), dehydration, fever, food poisoning, headache, muscle strain, scrape, sprained ankle and weigh yourself.

As a companion to our Emergency Signs and Words program, this program includes three videos that break down the steps involved in going to the pharmacy, getting medications, and payment. Users will also learn 80 pertinent signs and words in categories such as TERMS: clerk, dose; SYMPTOMS: a cold, chills, cut; HEALTH CARE: cough syrup, eye drops, first aid kit; TOILETRIES: cotton, deodorant; HAIR CARE: brush, comb, hair spray; COSMETICS/MAKE UP: blush, eye liner; lipstick. Users will also benefit from our Shopping List Generator. Go to the iTunes store for more information.

The video, images and sound effects of the programs are excellent. I like the interactive capability of the programs most of all. Students can learn at their own pace.

Mike Leung, TEACHER
This series is perfect for beginning readers with the desire to further develop their literacy skills. There are six core vocabulary programs, including three noun programs and three verb programs, gradually progressing in difficulty with each program in the series. There is also one program covering basic adjectives and adverbs, Describing Words.

This new Signs and Words Series program includes 500+ core vocabulary words needed for basic communication. This series is included as the core vocabulary for our Functional Communication System. Core Vocabulary 1 includes 88 describing words. Describing words are words that tell about or describe something. Core Vocabulary 1 includes such words as best, different, important, mine, pretty and true.

This new Signs and Words Series program includes 500+ core vocabulary words needed for basic communication. Core Vocabulary 2 includes where, linking words, who and when or how words. Where tells you at what place; Linking Words join two sentences together; Who contains words that tell about the person; and When or How contains words that tell what time or how something will happen.

This new Signs and Words Series program includes 500+ core vocabulary words needed for basic communication. This series is included as the core vocabulary for our Functional Communication System. Core Vocabulary 3 includes nouns. Nouns are naming words. They name people, places and things. Core Vocabulary 3 includes such words as class, home, music, party, story and water.
This new Signs and Words Series program includes 500+ core vocabulary words needed for basic communication. This series is included as the core vocabulary for our Functional Communication System. Core Vocabulary 4 includes conversation words. Conversation Words are words or phrases that are often used when talking to other people; Numbers are how many; Colors tell what color something is; and Time words tell when something will happen. Core Vocabulary 4 includes such words as Conversation Words: goodbye, please, sorry; Numbers; Colors; and Time: week, tomorrow, and hour.

CORE VOCABULARY 4
SWS

This new Signs and Words Series program includes 500+ core vocabulary words needed for basic communication. This series is included as the core vocabulary for our Functional Communication System. Core Vocabulary 5 includes what words. What words tell what someone is doing. Core Vocabulary 5 includes such words as buy, count, finish, get, join and laugh.

CORE VOCABULARY 5
SWS

This new Signs and Words Series program includes 500+ core vocabulary words needed for basic communication. This series is included as the core vocabulary for our Functional Communication System. Core Vocabulary 6 includes what words. What words tell what someone is doing. Core Vocabulary 6 includes such words as open, relax, stop, try, watch and write.

CORE VOCABULARY 6
SWS

Language is much more interesting when creative adjectives and adverbs are used to describe people, places, and things. Individuals can use this program in conjunction with our Nouns and Verbs programs help create simple sentences. Examples of words found in this program include ahead, behind, clean, closed, empty, hot, large, open, smooth, and tall.

DESCRIPTING WORDS
SWS

View Word List >>

View Word List >>

View Word List >>

View Word List >>
The first Nouns program helps users build a solid vocabulary base, covering 80 common nouns encountered in everyday life. Examples of nouns addressed in this program include baby, bed, dog, eyes, girl, milk, and more.

Nouns 2 builds on the vocabulary words learned in the first Nouns program. Nouns 2 continues to focus on words we use every day, but introduces users to slightly more advanced nouns.

As the most advanced program in the Nouns Series, Nouns 3 helps to build user’s fundamental literacy skills. This 80 word program will better equip users to take on more challenging reading tasks.

Even the most simple sentence requires an action word. The first Verbs program teaches users how to build simple sentences when used in tandem with our Nouns Series. A few of the 80 verbs covered include words such as ask, close, cry, hold, jump, and laugh.
The second Verbs program expands upon the first program with 80 slightly more advanced common verbs useful for everyday conversation.

Verbs 3 helps users expand upon the basic literacy skills, providing them with more complex verbs to use.

This sampler includes 80 of the most common words in the Functional Literacy Skills System. Included in the program are such words as Smile, Receive, Apply, House, Telephone, Alarm and Closed.
Learning to be safe is a key skill for all of us. Imagine what it would be like if you did not know the meaning of common warning signs such as Danger, Keep Off, Watch Your Step or Stop. The results could be disastrous. Learn the warning signs of trouble before it is too late. This new series of programs will help users learn how to be safe in their homes, schools, communities and workplaces.

Medical emergencies are stressful for everyone involved. An understanding of basic emergency signs and words can help individuals remain calm and avoid further harm or injury. This program familiarizes users with 80 signs and words in categories such as: REASONS FOR MEDICAL CARE: allergic reaction, broken bone; FIRST AID: bandage, gauze; HELP: ambulance, police; MEDICAL CLINIC: doctor, nurse, prescription; OPERATING ROOM: operating table, surgeon; and PATIENT’S ROOM: call button, hospital bed.

The Safety Signs and Words program is a life-saver! This program familiarizes students with 80 common safety signs and words including crosswalk, danger, do not touch, fasten your seat belts, keep off, keep out, watch your step, and more. Knowing what these signs mean could prevent a dangerous or even life-threatening situation.
Not knowing how to use public transportation means limiting one's freedom and independence. This series of programs covers the basics of safely getting around in the community from walking, riding a bike and asking and following directions to using a variety of forms of public transportation. It also covers how to properly use transportation systems such as escalators, elevators, sidewalks and more.

This How To Series program is a companion to our Public Transportation Signs and Words program. The topics covered are taking a walk, crossing the street with a signal, crossing the street without a signal, asking for directions, following directions, riding a bicycle, riding in a car or van, using an elevator and using an escalator.

The ability to travel independently gives individuals a great sense of freedom. In order to take advantage of the public transportation system, it is essential to understand the relevant signs and words. The 80 signs and words covered in this program include airport, arrivals, ask for assistance, bus station, gate, security check, transfer and more.
Interactions with people are a fact of life in the workplace. This series covers basic employment skills in three programs, Employment Information Signs, Employment Safety Signs and Tools At Work. Complement this series with our Workplace Social Skills series to achieve a well-rounded transition program.

The workforce presents individuals with a whole new set of vocabulary specific to job situations. Our Employment Information Signs and Words program helps users become familiar with signs and words that are used on the job, ensuring a successful transition from your classroom to the workplace. Examples of signs and words included in this program are attitude, benefits, dependents, employer, fired, hired, lay off, overtime, and vacation.

Many job settings are potentially dangerous. This program will help users gain an understanding of basic employment safety signs and words that will help to avoid injuries on the job. Users will learn 80 safety-related words, such as caution, danger, emergency exit, keep hands clear, restricted area, this way out, watch your step, and more.

Tools at Work gives users the knowledge to confidently go to a job site with a basic understanding of frequently used tools. This program familiarizes users with 80 common hand and power tools that they will encounter on the job. Examples of tools covered in this program include awl, bolt, drill bit, file, glove, hammer, safety glasses, and many more.
This sampler includes 80 of the most common signs and words in the Functional Work Skills System. Included in the program are such words as Employer, Wage, Do Not Enter, First Aid, Hammer, and Safety Glasses.

“"It is truly a treasure to find such a program with high interest and lower ability levels, filling so many different areas of skill like educational, functional and vocational needs. I am very grateful to have come across such a unique program to use for my child. It almost seems to have been tailor-made to address his areas of needs while teaching the way he learns best, as well as keeping his interest."”

Kathy Keith, PARENT
New!! Learning Activity Series – (LAS) takes our How-To Series (HTS) to the next level. Includes more challenging activities for your higher functioning life skills learners.

This program is a higher level version of our Cleaning Your Home How-To Series (HTS). This Learning Activity Series (LAS) approaches the content in a way that is more suitable for advanced users, using interactive lessons based upon video modeling. Learning the skills of independence means learning how to clean up after yourself. This program covers the basics of cleaning your home such as clearing the table, wiping the table and counters, how to wash dishes by hand, how to use a dishwasher, how to empty the garbage, how to dust, how to sweep a floor, how to mop a floor, and how to vacuum the floor.

This program is a higher level version of our Communication Skills How-To Series (HTS). This Learning Activity Series (LAS) approaches the content in a way that is more suitable for advanced users, using interactive lessons based upon video modeling. Users will learn different aspects of effective communication like Non-Verbal Communication, Listening Skills, and Verbal-Speaking skills. They will also learn other everyday communication skills like how to answer the door, answer the telephone, call on the telephone and make appointments.

This program is a higher level version of our Dress How-To Series (HTS). This Learning Activity Series (LAS) approaches the content in a way that is more suitable for advanced users, using interactive lessons based upon video modeling. In Dress, users learn how to dress appropriately. Topics include how to get ready for the day, how to tie your shoes, how to wear clean clothes, and how to wash and dry clothes.
This program is a higher level version of our Everyday Social Skills How-To Series (HTS). This Learning Activity Series (LAS) approaches the content in a way that is more suitable for advanced users, using interactive lessons based upon video modeling. Everyday Social Skills addressed basic social skills necessary for interactions within the community such as, walking, using a restroom, waiting in line, asking for directions and joining a group.

View Word List >>

This program is a higher level version of our First Aid 1 How-To Series (HTS). This Learning Activity Series (LAS) approaches the content in a way that is more suitable for advanced users, using interactive lessons based upon video modeling. This program is a must for teaching the basics of self care, personal health and wellness. The areas of first aid that are included are bruise, burn, cut (not severe), dehydration, fever, food poisoning, headache, muscle strain, scrape and sprained ankle.

View Word List >>

This program is a higher level version of our Everyday Social Skills How-To Series (HTS). This Learning Activity Series (LAS) approaches the content in a way that is more suitable for advanced users, using interactive lessons based upon video modeling. This program is a companion to our Public Transportation Signs and Words program. The topics covered are taking a walk, crossing the street with a signal, crossing the street without a signal, asking for directions, following directions, riding a bicycle, riding in a car or van, using an elevator and using an escalator.

View Word List >>

This program is a higher level version of our Grooming How-To Series (HTS). This Learning Activity Series (LAS) approaches the content in a way that is more suitable for advanced users, using interactive lessons based upon video modeling. In this program, users learn how to get a haircut, how to comb hair, how to shave, how to put on make-up, how to trim fingernails, and other ways to look good.

View Word List >>
This program is a higher level version of our Hygiene How-To Series (HTS). This Learning Activity Series (LAS) approaches the content in a way that is more suitable for advanced users, using interactive lessons based upon video modeling. The Hygiene program provides users with step-by-step instructions on how to take a bath or shower, floss and brush your teeth, use deodorant, and wash your face and hands.

View Word List >>

Good manners go a long way in making a positive impact on the people we encounter everyday. This program teaches Manners that people need to use everyday. This program is a higher level version of our Manners How-To Series (HTS). This Learning Activity Series (LAS) approaches the content in a way that is more suitable for advanced users, using interactive lessons based upon video modeling. This program teaches tips for good manners when Meeting/Greeting People, Giving help to others, Asking for Help, Being Thoughtful and Considerate, Using Good Behavior, and Table Manners.

View Word List >>

School Social Skills is a three-part series covering the essential social skills needed in a school setting. The series covers Personal, Initiating, and Responding Social Skills. Personal Social Skills covers Personal skills such as: Respect Authority Figures, Take Responsibility, Be Dependable, Accept Consequences, Be Polite and Courteous, Tell the Truth, and more!

View Word List >>

School Social Skills is a three-part series covering the essential social skills needed in a school setting. The series covers Personal, Initiating, and Responding Social Skills. Initiating Social Skills covers initiating conversation skills such as Ask Permission, Introduce Self, Introduce Others, Give Directions, Join Others in Group, Give a Compliment, and more!
School Social Skills is a three-part series covering the essential social skills needed in a school setting. The series covers Personal, Initiating, and Responding Social Skills. Responding Social Skills covers responding conversation skills such as Listen and Respond to Others, Follow Directions, Understand the Feelings of Others, Handle Criticism, Problem Solving, and more!

Workplace Social Skills is a three-part system that covers the basics of social skills on the job. The three parts include Personal, Responding and Initiating Social Skills. Initiating Social Skills includes: Greet Others/Start Conversations/Give Help, Introduce Self, Give Directions, Join Others in Groups, Apologize/Excuse Self, Give a Compliment, and more!

Workplace Social Skills is a three-part system that covers the basics of social skills on the job. The three parts include Personal, Responding and Initiating Social Skills. Personal Social Skills includes: Take Responsibility, Be Dependable, Accept Consequences, Have Self-Control, Maintain Hygiene, Grooming and Dress, Tell the Truth, and more!

Workplace Social Skills is a three-part system that covers the basics of social skills on the job. The three parts include Personal, Responding and Initiating Social Skills. Responding Social Skills includes: Listen and Respond to Others, Follow Directions, Handle Criticism, Respond to Peer Pressure, Deal with an Angry Person.
An Instructor-Led, Video-Based Life Skills Curriculum

It's been said that if a picture is worth a thousand words, then a video is worth a million. Never has that been more true than in the area of life skills, where video modeling is THE most effective method for teaching these critical life, literacy, health, math, safety, social, transportation, and work skills.

With Conover Resources, you have access to our comprehensive video library to teach and re-enforce these critical skills. Conover Resources is the perfect tool for either individual or group instruction.

Every lesson includes real-life examples of the appropriate behavior or correct context. Videos can be repeated as often as needed and are broken down into categories for easy lesson planning.

Each unit includes its own PDF course workbook, making instruction and setup simple. Each workbook contains 5-10 hours worth of additional material, including individual and group activities.

Tracking sheets are included for each unit, allowing you to easily keep record of individual user progress.

Simple formatting makes group instruction a breeze.

Resources for Life Skills Workbook
Personal Social Skills (Workplace)

Print Tracking System
Personal Social Skills (Workplace)

Monthly and Yearly Subscriptions Are Available, and You Can Get Started for Only $1!

Visit www.conoverlifeskills.com to Sign Up Today!
Career Exploration and Assessment

Transition Planning System (TPS)

TPS™ is an age-appropriate transition assessment system that helps to create measurable post-secondary goals for youth and adults with mild to moderate developmental disabilities, including autism. This multimedia software program, designed to assist in the transition process, starts with an interest-screening device, The Interest Indicator, which is used for placement into the work simulations known as Work Samples and then into Career Planners. Work Samples are hands-on samples of real work. The Work Samples are built around common job clusters and contain time and quality standards for assessment purposes. The Career Planners assist learners in creating their own career plans.

In TPS, users are exposed to entry-level or helper positions within each of the following occupational areas:

- **AUTOMOTIVE TECHNOLOGY**
  - The activity included is the dismantling, repairing and reassembly of a common wheel cylinder from a brake system.

- **CONSTRUCTION TECHNOLOGY**
  - The activity included is the measuring and cutting of a piece of wood and the assembly to form a butt joint.

- **COSMETOLOGY**
  - The activity included is the giving of a manicure.

- **CUSTODIAL HOUSEKEEPING**
  - The activity included is the dust mopping of a floor.

- **DISTRIBUTION–WAREHOUSE**
  - The activity included is the filling of customers’ orders.

- **FOOD SERVICE**
  - The activity included is the setting of a four-person restaurant cover.
The activity included is the wrapping of an arm with an elastic bandage.

The activity included is the assembly of common pipe fittings using plastic, galvanized and copper pipe.

The activity included is the planting of seeds in a seed tray.

The activity included is the cutting and assembly of a note pad.

The activity included is the assembly and disassembly of bolts, nuts and washers.

The activity included is filing, both alphabetically and numerically.

*Note: Comes with package case when Health Care and Office Technology are ordered together.
A New Generation of Assessments for Youth and Adults with Significant Disabilities

Limited resources, combined with a movement for a more proactive approach to assessment and instruction, are driving the need for a whole new generation of assessments. We at The Conover Company® are proud to introduce a new series of assessments to address response to intervention or training. Our new Response to Intervention Series focuses on answering the question, “What is the best instructional strategy to use with this individual learner to teach basic life and work skills?”

Designed as an individually administered test, this assessment will measure the type and amount of resources required for skill training of adolescents and adults with significant impairments.

**Scoring**

There are five major scores obtained from testing:

**Verbal** - A measure of receptive language skills in relation to simple verbal instructions regarding training-relevant tasks.

**Model** - Two scores in one: (1) a measure of imitation skills using physical modeling on tasks such as those included in this assessment and (2) a measure of examinee imitation skills using video modeling on tasks included in this assessment.

**Prompt** - Two scores in one: (1) a measure of the extent to which prompting is required by examinees and (2) a measure of examinee skill at learning from physical guidance.

**Learning** - Two scores in one: (1) a measure of overall familiarity with RTI Series-type materials and instruction (prior learning) and (2) an overall measure of examinee skill at learning from verbal, modeled and prompted instructions during testing.

**Total Score** - Provides an indication of the general level of instruction or training that will be required to learn relevant bench assembly tasks.

There are two other scores, each of which has direct relevance for future success in instruction and training:

**Resists Prompts** - Provides an indication of the extent of resistance to physical prompting.

**No Response** - Distinguishes examinees who try to complete test tasks from those who do not try.
SCHEDULE A **FREE** ON-LINE WEBINAR TO LEARN MORE ABOUT THESE EXCITING AND AFFORDABLE PROGRAMS!

One of the best ways to receive additional information on our products and services is to sign up for a free webinar.

Our webinars are structured to fit your time frames and needs. All you have to do is email us, call us, or go to our website and let us know the dates and times you have available. **We do the rest. Here is how it works:**

**STEP 1**
Select a date and time and sign up for a webinar.

**STEP 2**
On the date and the time you choose, we will send you an email with a link to our computers.

**STEP 3**
Click the link. It will automatically connect with us. We can connect up to 15 sites.

That’s all there is to it. It is like having a professional sales consultant on-site without the hassle and commitment inherent in that process.

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