

Workplace Essential Skills

A Project Of Literacy Link[®]

Workplace Essential Skills

- A flexible, learner centered, multi-media system integrating print, video, and the internet
- Delivering adult basic education instruction in a workplace context

LiteracyLink's Vision

- Access - anywhere, any place, any time
- Relevance- for the learner and the workforce
- Exposure to technology
- Flexibility for programs and learners
- Accountability- Correlation to GED, CASAS, TABE

LiteracyLink Partners

- PBS Adult Learning Services
- KET/The Kentucky Network
- National Center on Adult Literacy at the University of Pennsylvania
- Kentucky Department of Education
- Funded by the Star Schools Project of the U.S. Department of Education

Who is the Audience?

- Pre-GED level adult learners
 - ◆ With basic literacy handled but missing some basic skills needed for workplace success.
 - ◆ Not prepared to pass the new ged
 - ◆ With less than high school-level skills, but a diploma
 - ◆ Facing learning barriers of mobility, time, and distance

Workplace Essential Skills

- For use in adult education programs
- for use by independent adult learners
 - ◆ Through the internet
 - ◆ Through television.

Multimedia Components

- Video: 24 half-hour programs
- One student orientation tape
- Internet: 24 Web-Based lessons
- Print: 4 Student Workbooks (24 chapters)

If Adult Education Providers Serve as Partners

- Instructional support through classes or tutors
- Instructional support through online management system

What Do You Need to Start?

- One set of videos: KET
- One Instructor's Guide per teacher
- One set of 4 workbooks per learner
- Internet access and computers
- CD ROM for online video
- Online Management System (optional)

Videos Provide

- Information and knowledge
- Simulated experience
- Realistic models
- Motivation and stimulus in the classroom
- Effectiveness with aural, visual, or non-print learning styles

Employment: Finding a Job

- Planning to Work
- Matching Skills and Jobs
- Applying for Jobs
- Résumés, Tests, and Choices
- Interviewing

Employment: Preparing to Work

- Ready for Work
- Workplace Safety
- Learning at Work

Communication and Writing

- The Language of Work
- Communicating with Co-workers and Supervisors
- Working Together
- Communicating with Customers
- A Process for Writing
- Supplying Information: Directions, Forms, and Charts
- Writing Memos and Letters

Reading in the Workplace

- Reading for a Purpose
- Finding What You Need: Forms and Charts
- Following Directions
- Reading Reports and Manuals

Math in the Workplace

- Number Sense
- Solving Problems
- Fractions, Decimals and Percents
- Measurements and Formulas
- Trends and Predictions: Graphs and Data

Instructor's Manual Provides

- Directions for using the all components
- Pre and post viewing classroom activities
- Lesson plans
- Follow up activities
- GED correlation

Workbooks Provide

- Skill introduction
- Skill practice
- Application
- Cumulative review
- Pre and post viewing activities for learners viewing independently

Web-Based Activities Provide

- Portfolio unique for each learner
- Key ideas defined
- Experience with the Internet
- Follow-up/ active learning
- Reflective activities
- Practice in writing to communicate

Online Management System

- Possibility of distance learning outreach for traditional ABE programs
- Critique of learner's work by volunteer online instructors/tutors
- Individual student reports for programs and teachers

The "Links"

- Workplace application
- Basic skills (pre-GED, CASAS and TABE)
- Integrated modular design
- Online Management System links distance learner with teacher

Flexible and Modular

- For specific learner skill needs
- For different workplace content
- For different learning styles
- For classroom delivery
- For distance learning delivery

Mary Reynolds, Learner

"The program is wonderful. It's interesting and filled with useful information about how to get a job and do well in it. I found the writing parts of the program especially helpful, and other parts were very useful to my classmates as they got ready to apply for jobs."

Hugo Ramirez, Learner

"Workplace Essential Skills got me back on my feet, boosted me up, because I needed a boost. It built up my self-confidence to look for work, and got me doing some footwork, going out there and presenting myself. I got a job, and work for a car dealership."

Terri Valentine, Instructor

"There is a soundness of materials that is incredible. They have found a way to integrate technology into the program seamlessly.... In addition, this is an extremely flexible program. As an instructor, I can go two ways. I can use the materials as they're developed Or I can take charge and pick and choose the components that work best for my students."

LiteracyLink Products and Services

- LitLearner
 - ◆ Workplace Essential Skills
 - ◆ GED Connection
 - ◆ ESL- Project Connect
- LitTeacher
 - ◆ Adult education teacher resources - PeerLit
 - ◆ Staff development videoconferences and tapes
 - ◆ Online seminars

How to Learn More?

- Visit www.rds-net.com
- TRY IT! Order a preview kit, call us (386)754-0920 or 888 909 6194
- E-mail: adulthood@rds-net.com
- TRY IT! Get your learners started on the online modules today.