ADULT LEARNERS SUCCEED AT WORK WITH INTEGRATED WORKFORCE SKILLS from CALPRO
This Community of Practice shows you how to connect transferable skills in the English as a Second Language classroom to the workplace.
**Skills Required in the Fastest-Growing Service Occupations in CA**

<table>
<thead>
<tr>
<th>Skills²</th>
<th>Personal Care Aide</th>
<th>Skincare Specialist</th>
<th>Home Health Aide</th>
<th>Physical Therapist Aide</th>
<th>Food Preparation &amp; Serving Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening well/understanding instructions</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Managing time</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Monitoring one’s own performance and that of others</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Reading comprehension related to work documents</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Talking to others to convey information effectively</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Teaching job duties to others</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>


Transferable Skills

Skills that students take to jobs from:

1) Our classes
2) Other jobs
3) Volunteer jobs
4) Work they do in the home

- Listening well/understanding directions
- Cooperation
- Self-Evaluation
- Monitoring own performance and that of others
- Managing Time
- Problem-Solving
- Critical Thinking
- Conveying information effectively
- Comprehending workplace documents
Integrating Transferable Skills

Leadership, Cooperation, Self-Evaluation, Monitoring, Planning, Managing, Problem-Solving, Critical Thinking, and others
Delegating responsibilities to students:

Discussion #1

<table>
<thead>
<tr>
<th>Duty</th>
<th>Instructor</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who distributes and collects books and handouts?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who welcomes new students?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who monitors the sign-in sheets?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who turns on/shuts down the computers or other technology?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who makes sure the classroom is in order at the end of class?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Instructional Strategy:

Self-Evaluation and Self-Monitoring

Using checklists and charts:

Discussion #2

Skills to Help You Succeed at Work

A. Read the sentences. For each sentence that is true for you, make a check ✓.

True

1. I am punctual. ✓
2. I turn off or silence my cell phone at work or in meetings. ✓
3. I call my boss if I am going to be late. ✓
4. I can write down instructions and important information that I need to remember. ✓
5. I can work together with my co-workers. ✓
   - I can listen to their ideas. I can give my own ideas. ✓
   - I can help my co-workers. ✓
6. I can read materials at work in English. ✓
7. I can introduce myself and talk to my co-workers in English. ✓

B. Student Pair Practice

Imagine you are on a job interview. Make the statements above that are true for you. Then ask your partner “What about you?” or “How about you?”

Example: I introduce myself and talk to my co-workers in English. How about you?
What is contextualized instruction?

Developing skills, knowledge, and attitudes drawn from the context in which they will be used, using real-life materials and situations from that context.

- Workforce Education Research Center
Materials Selection

Using Authentic Workplace Documents

Contextualized Instruction:

Discussion #3
Integrated and Contextualized Workforce Skills in the ESL Classroom

How can you prepare your learners to succeed in the workforce? Find out what employers say about essential skills for today's workforce.

This Community of Practice is a series of webinars about essential skills for today's workforce and strategies to connect transferable skills in the English as a Second Language classroom to the workplace.
Integrated and Contextualized Workforce Skills in the ESL Classroom will be offered as a series of webinars next fall.

Integrated Education and Training will be offered in March as a four-week online course.

Register on the calendar at www.calpro-online.org
To schedule any other CALPRO regional workshop or Community of Practice, contact Dr. Cherise Moore, cmoore@air.org