Welcome!

While we wait for everyone to log on, please:

• Introduce yourself in the chat box and tell us where you work and what you do there.

• Complete the poll about your familiarity with the Employability Skills Framework.
INTEGRATING ACADEMIC & EMPLOYABILITY SKILLS IN THE ADULT EDUCATION CLASSROOM

Amy Dalsimer, Senior Technical Assistance Consultant
About Me

Amy Dalsimer
Senior Technical Assistance
Consultant
Objectives

1. Define workforce preparation/employability skills in an adult education context

2. Become familiar with the Employability Skills Framework

3. Identify workforce preparation skills already being developed in your classes

4. Review tools, strategies and resources to incorporate more employability skills development into your classes
Career Skills Our Students Need

What skills do your students need to have or develop to be successful at work and in new careers?
What are Employability Skills?
Defining Employability Skills

Employability skills are the general skills and knowledge necessary for success in the labor market at all employment levels and in all sectors.
Skills Matter

• Since 1980, employment in jobs requiring stronger social skills, namely interpersonal, communications or management skills, increased by 83% (Pew Research Center, 2016).

• Judgment/decision-making, communications, analysis, and administration will be the four most in-demand competencies in the labor market. (Carnevale, A., Smith, N., & Strohl, J. (n.d.)).

• When workers are asked about the skills they rely on most in their jobs, interpersonal skills, critical thinking, and good written and spoken communications skills top the list. (Pew Research Center, 2016).
What are Employability Skills?

Employability Skills Framework

The thoughtful integration of academic knowledge and technical skills put to practical use in the workplace.

The skills that enable individuals to interact effectively with clients, coworkers, and supervisors.

The skills employees need to successfully perform work tasks.
Employability Skills Framework
Effective Relationships

- Understands teamwork and works with others
- Responds to customer needs
- Exercises leadership
- Negotiates to resolve conflicts
- Respects individual differences

- Demonstrates responsibility and self-discipline
- Adapts and shows flexibility
- Works independently
- Demonstrates a willingness to learn
- Demonstrates integrity
- Demonstrates professionalism
- Takes initiative
- Displays positive attitude and sense of self-worth
- Takes responsibility for professional growth
Effective Relationships Poll
Workplace Skills

- Manages time
- Manages money
- Manages materials
- Manages personnel

- Locates information
- Organizes information
- Uses information
- Analyzes information
- Communicates information

- Communicates verbally
- Listens actively
- Comprehends written material
- Conveys information in writing
- Observes carefully

- Understands and uses technology
- Understands and uses systems
- Monitors systems
- Improves systems
Applied Knowledge

- Uses reading skills
- Uses writing skills
- Uses mathematical strategies and procedures
- Uses scientific principles and procedures

Critical Thinking Skills
- Thinks critically
- Thinks creatively
- Makes sound decisions
- Solves problems
- Reasons
- Plans and organizes
Employability Skills Framework
Adult Students Practice These Skills in Class Every Day!
What Employability Skills Are Being Practiced?

Teaching ESL to Adults
Classroom Approaches in Action

A project of the New American Horizons Foundation
Betsy Parrish and MaryAnn Florez, Developers

Source: https://www.newamericanhorizons.org/training-videos
What Employability Skills Are Being Practiced?

Using your handout, identify what employability skills are being practiced?

If your last name starts with ..... 

• A-J (Effective Relationships, Page 1)  
• K- R (Workplace Skills, Page 2 )  
• S-Z (Applied Knowledge, Page 3 )  

<table>
<thead>
<tr>
<th>Effective Relationships</th>
<th>Skills Observed in the Video. Where did you see it?</th>
</tr>
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<tbody>
<tr>
<td><strong>Interpersonal Skills</strong></td>
<td></td>
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<tr>
<td>Interpersonal skills enable employees to collaborate as a member of a team or work independently, as appropriate, and contribute to the overarching goals of the workplace. They include the following:</td>
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<td>Understands teamwork and works with others</td>
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<tr>
<td><strong>Personal Qualities</strong></td>
<td></td>
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<td>Personal qualities include a set of behaviors and skills that enable employees to establish effective relationships and function appropriately in the workplace. They include the following:</td>
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Viewing Video in New Browser Window

1. Click on the following link: https://youtu.be/NnFODiA4OJQ

2. The video will open in a new browser window.

3. When you have finished watching the video, click your open Adobe Connect tab (window) to return to the webinar.

4. If the video does not automatically open, refer to “Option B” in the “Viewing Video in New Browser Window” handout.

Source: https://www.newamericanhorizons.org/training-videos
What Employability Skills Are Being Practiced?

Using the Chat Box that corresponds to your assigned skill categories, please share 1-2 skills you observed and what the students were doing to practice that specific skill.
Employability Skills in My Classroom

Source: https://ccrccenter.org/sites/default/files/EmployabilitySkills_Handouts.pdf
Classroom Example

Share an example of a non-academic skill you help students practice? What specific activity do you do that helps students practice this skill?

Source: https://ccrscenter.org/sites/default/files/EmployabilitySkills_Handouts.pdf
Employability Skills in the Adult Ed Classroom: Teaching Resources & Strategies
Using Career Development & Labor Market Content

Source: https://lincs.ed.gov/sites/default/files/LINCS_CLR-1_508_0.pdf
Exploring Careers with Students

https://lincs.ed.gov/sites/default/files/LINCS_CLR-1_508_0.pdf
Exploring Careers with Students

Lesson Progression

Warm Up or pre-activity: Students identify a sector of interest/occupation

1. Form groups based upon similar interests

2. In teams, they research 3 jobs using ONET and fill in the chart together, listing pay info, training education required, and job outlook/growth.

3. Interview each other
   - What did you find interesting or surprising?
   - Are you interested in this job? Why or why not?
   - What more do you want to know about this job?

4. Prepare a poster with your research. Using the sample paragraph to help you, prepare an oral presentation for the class on 2 of the jobs your group researched.

Lesson Follow Up Activities: In depth career readings/profiles of workers, Day in the Life videos, career interest class survey after presentations, personal career goal setting activities

Source: https://lincs.ed.gov/sites/default/files/LINCS_CLR-1_508_0.pdf
ELA Lesson: Creating a Brochure

Lesson Progression

Day 1:
- Assess students’ prior knowledge in writing for a purpose
- Brochure discovery activity: Groups read sample brochures, describe the differences, and discuss as a class

Day 2:
- Students choose groups and content for the brochure
- Student work: Groups create an outline for the brochure, develop a task list, and identify group roles

Day 3:
- Student work time in the classroom
- Students share out project accomplishments

Day 4:
- Student work time in the computer lab: Students finalize their brochure content and design using word-processing and design software

https://ccrscenter.org/sites/default/files/EmployabilitySkills_Handouts.pdf
Teaching Strategies

What types of teaching strategies facilitate the development and practice of employability skills?
Teaching Strategies

- Group Projects with group member titles (secretary, timekeeper, notetaker).
- Student Polling/Survey and Analysis of Results
- Pro/Con
- Scenario & problem-based activities
- Online research/ presentations

Source: https://ccrscenter.org/sites/default/files/EmployabilitySkills_Handouts.pdf
Tools & Resources
# Formative Lesson Planning Tool

<table>
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<th>Outcomes or Standards</th>
<th>Teacher-Led Elements</th>
<th>Student-Led Elements</th>
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<td>What do you do during class to guide student learning?</td>
<td>What do students do? How will they interact with each other?</td>
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<th>Identify Employability Skills and Provide Detail (Check all that apply.)</th>
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<tr>
<td>☐ Interpersonal Skills</td>
</tr>
<tr>
<td>☐ Personal Qualities</td>
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<tr>
<td>☐ Resource Management</td>
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## Brochure Activity - Lesson Planning Tool

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<td>- CCSS.FL.A-LITERACY.W.9-10.2 Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately through the effective selection, organization, and analysis of content.</td>
<td>- Explain and share key information to the group</td>
<td>- Determine team roles for project development</td>
</tr>
<tr>
<td>- CCSS.FL.A-LITERACY.W.9-10.4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1-3 above.)</td>
<td>- Review research and information use techniques</td>
<td>- Work together as a team</td>
</tr>
<tr>
<td>- CCSS.FL.A-LITERACY.W.9-10.5 Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.</td>
<td>- Observe student work and provide feedback</td>
<td>- Work independently and responsibly</td>
</tr>
<tr>
<td>- CCSS.FL.A-LITERACY.W.9-10.6 Use technology, including the Internet, to produce, publish, and update individual or shared writing products, taking advantage of technology’s capacity to link to other information and to display information flexibly and dynamically.</td>
<td>- Encourage and motivate students</td>
<td>- Exercise choice and show creativity in designing their brochure</td>
</tr>
</tbody>
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### Identify Employability Skills (Check all that apply).

- Interpersonal Skills (group work)
- Personal Qualities (group work)
- Resource Management (group work)
- Information Use (brochure development)
- Communication Skills (group work)
- Systems Thinking
- Technology Use (brochure development)
- Applied Academic Skills (brochure development)
- Critical Thinking Skills (brochure development)

Source: [https://ccrscenter.org/sites/default/files/EmployabilitySkills_Handouts.pdf](https://ccrscenter.org/sites/default/files/EmployabilitySkills_Handouts.pdf)
College and Career Readiness and Success Center Website

Integrating Employability Skills: A Framework for All Educators

http://www.ccrscenter.org/technical-assistance-networks/professional-learning-modules/integrating-employability-skills
Identify the most applicable employability skills and integrate them into instruction.

Identify teaching strategies and approaches that develop employability skills explicitly and implicitly.

Help adult learners communicate their own employability skills to employers.
Questions
References


thank you