

Understanding what Adult Learning Programs can do to help with Employment

When you say...	This is what we hear...	This is what we call that...
<p>Personal Management Skills for and at Work</p>	<ul style="list-style-type: none"> • Punctual and dependable • Demonstrates a positive attitude • Meets goals and deadlines • Manages time/is organized • Identifies and solves problems • Makes decisions • Cooperates with others • Gets help if needed • Manages conflict • Takes responsibility on the job • Follows policies/rules/instructions • Speaks effectively • Listens attentively • Expresses and contributes ideas • Learns on the job 	<ul style="list-style-type: none"> • Competency F: Engage with Others • Competency B: Communicate Ideas and Information • Competency E: Manage Learning
<p>Reading</p>	<ul style="list-style-type: none"> • Reads notes from supervisors, co-workers and customers to obtain instructions, procedures and information 	<p>Competency A: Find and Use Information</p> <p>A1. Read continuous text</p>

<p>Reading</p>	<ul style="list-style-type: none"> • Reads notices, understands the importance and acts appropriately • Reads instructions and carries out the procedures • Reads letters and/or emails from customers and clients • Reads forms to extract and interpret information • Keeps up to date with industry developments by reading online articles • Troubleshoots issues by referencing manuals, internet resources and policy manuals • Collates information through a variety of resources • Critically analyzes job-specific written materials and makes educated decisions 	<p>A1.1 Read brief texts to locate specific details A1.2 Read texts to locate and connect ideas and information A1.3 Read longer texts to connect, evaluate and integrate ideas and information A2.2 Interpret simple documents to locate and connect information A2.3 Interpret somewhat complex documents to connect, evaluate and integrate information</p>
<p>Document Use</p>	<ul style="list-style-type: none"> • Interprets and understands commonly used symbols • Uses lists and looks up basic information on tasks, activities and ingredients • Reads tables and forms to extract information • Creates lists • Reads and interprets basic signs and symbols with text 	<p>Competency B: Communicate Ideas and Information B1 Interact with others B1.1 Participate in brief interactions to exchange information with one other person B2.1 Write brief texts to convey simple ideas and factual information B3.1a Make straightforward entries to complete very simple documents</p>

<p>Document Use</p>	<ul style="list-style-type: none"> • Completes forms and records information • Catalogues and has the ability to locate information • Creates tables that classify and organize information • Uses information from graphs • Creates graphs • Uses and refers to diagrams, drawings and sketches 	<p>B3.1b Create very simple documents to display and organize a limited amount of information B2 Write continuous text B3 Complete and create documents B4 Express oneself creatively</p> <p>Competency C: Understand and Use Numbers</p> <ul style="list-style-type: none"> • C4 Manage Data - C4.2 Make low-level inferences to organize, make summary calculates and represent data
<p>Writing</p>	<ul style="list-style-type: none"> • Writes notes to record key information • Records information on forms • Writes emails to customers, supervisors and colleagues • Writes memos • Generates letters to clients, customers and suppliers • Creates reports to present information to supervisors and suppliers 	<p>Competency B: Communicate Ideas and Information</p> <p>B2 Write Continuous Text</p> <p>B2.1 Write brief texts to convey simple ideas and factual information B2.2 Write texts to explain and describe information and ideas B2.3 Write longer texts to present information, ideas and opinions B3.3b Create more complex documents to sort, display and organize information</p>
<p>Numeracy</p>	<ul style="list-style-type: none"> • Counts items and inventory • Adds prices from multiple items • Calculates and makes change • Measures time, distance, weight, dimensions, liquid, temperature 	<p>C1 Manage money C1.1 Compare costs and make simple calculations C2 Manage time</p>

<p>Numeracy</p>	<ul style="list-style-type: none"> • Compares costs from multiple sources • Manages inventory levels and orders the correct number of items • Multiplies quantities, understands unit costs, calculates discounts and tax • Prepares weekly and monthly schedules • Uses rate to calculate quantities • Calculates, manipulates and converts measurement 	<p>C2.3 Find, integrate and analyze numerical information to make multi-step calculations using time</p> <p>C3 Use measures</p> <p>C3.3 Use measures to make multi-step calculations; use specialized measuring tools</p> <p>C4 Manage data</p> <p>C4.1 Make simple comparisons and calculations</p> <p>C4.3 Find, integrate and analyze data; identify trends in data</p>
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