


# Exploring Personal & Workplace Success Skills and Resources (Part 2 of 2)



Session 2 of 2  
May 2, 2022, 2 - 3 p.m.

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**Please chat:**

Name &  
program and  
finish this  
sentence:

*"What inspires  
me most about  
adult learners is  
"*

\_\_\_\_\_



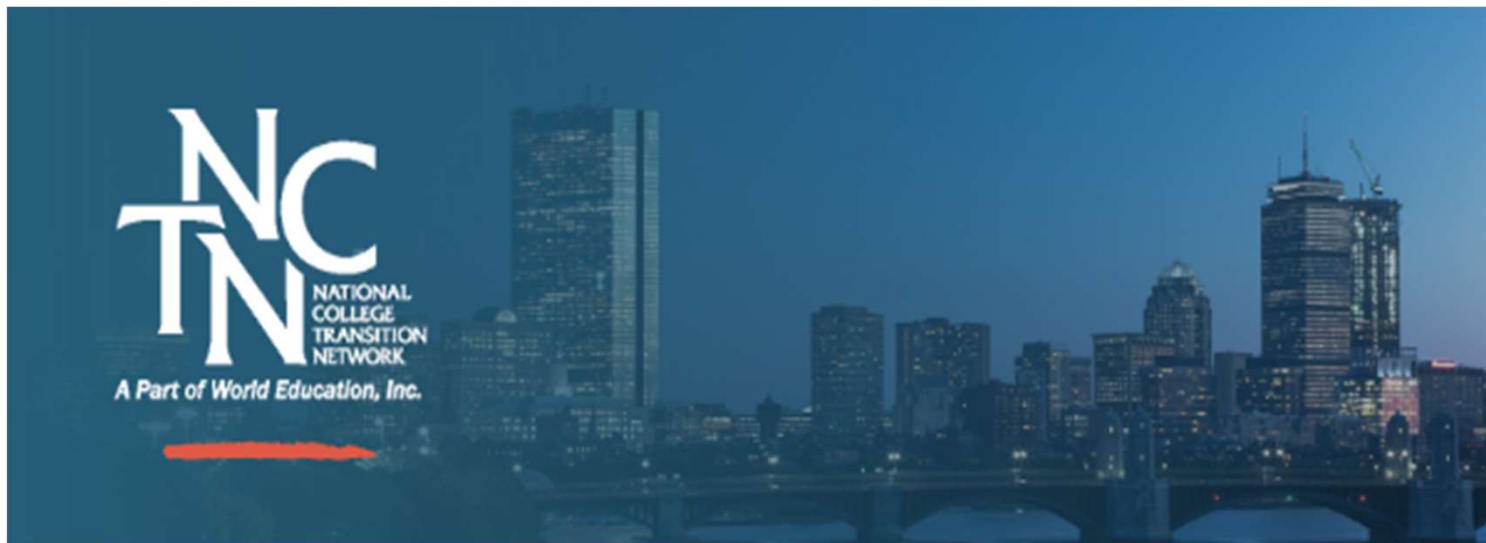
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# National College Transition Network

Technical assistance and professional development services to community college, adult education, & workforce systems.



## Morning session recap



## Objectives

- Identify what you need in order to build PWSS in your program
- Apply key learnings and considerations to choose a resource to use in your program

## Agenda

1. **You share:** The skills
1. **We share:** Library tour and *Voices from the Field*
1. **You explore:** Try it yourself!

**Share: How have students or clients used these skills recently?**



Communication



Leadership  
& Initiative



Self-  
Management



Navigating  
& Using Information



Critical  
& Creative Thinking



Digital  
Literacy



Teamwork  
& Collaboration



Respecting  
Differences



Adaptability  
& Flexibility



Emotional  
Intelligence

## Think / Reflect

1. What is **your goal** for integrating personal & workplace success skills in your program or class?
1. **What (else) do you need** to successfully implement these skills? *(i.e. framework, badges, a way to assess, instructional materials, teacher buy-in, program-wide support, other...)*



# Tour the Personal & Workplace Success Library

## <https://skills.worlded.org/>



**Personal & Workplace  
Success Skills Library**

[View Library](#) [Teaching the Skills](#)

### About the Library

The Personal and Workplace Success Skills Library is a collection of resources to guide the integration of personal and workplace success skills into curriculum and instruction, advising and coaching, assessment, and program design. These resources were selected for adult education, higher education, workforce development, and career and technical education programs serving adult and older youth learners and workers, including English language learners.



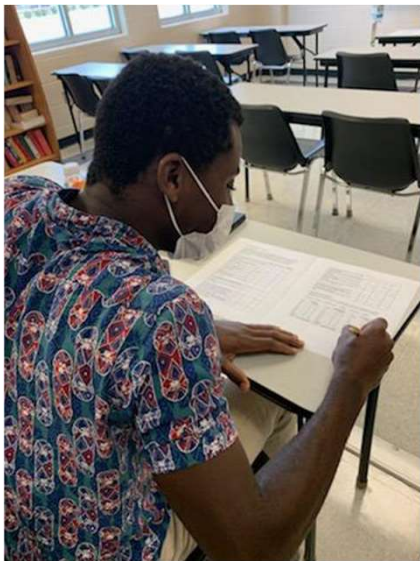


# Lessons Learned from our *Voices from the Field* case studies



## Lessons Learned #1

# Ask students to reflect and self-assess



*"I have never considered before an objective way to evaluate myself. The provided tools helped very much to analyze my development."*

– Harvard Bridge Program, Massachusetts  
used **Employability Skills Framework**,  
**LinkedIn Learning** and others

## Lessons Learned #2

# Emphasize the skills in context



*"We used the situational videos to prompt class discussion about how to communicate effectively, self-advocate, take leadership and initiative in the workplace"*

–Aspire Program, Ohio used ***In the Workplace: An Intermediate Integrated Skills Textbook***

### Lessons Learned #3

## Combine multiple resources



*“After students complete the Foundations self-appraisal, we aggregate and reflect on the results with them, and then curate a list of GCF lessons based on what skills students need most.”*

– Waipahu Community School for Adults,  
Hawaii used **Foundation Skills Framework**  
**and GCF Learn Free**

## Lessons Learned #4

# Share terminology with a framework

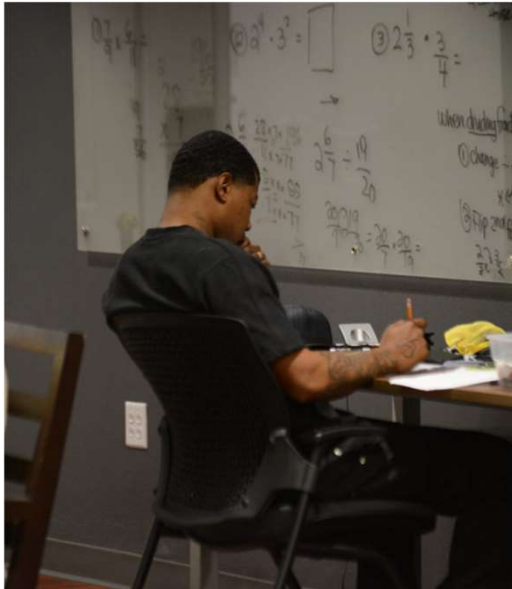


*“Using the **TIF (Transition Integration Framework)** allowed us to combine digital and employability skill building with our academic content for all classes.”*

– Polytech Adult Education, Virginia

## Lessons Learned #5

# Emphasize the durability of the skills



*A learner who had had a banking career in Peru was surprised to learn that her communication and customer service skills make her a candidate for an entry-level banking position, or one in a similar industry.*

– Aspire Program, Ohio used ***In the Workplace: An Intermediate Integrated Skills Textbook***



## Lessons Learned #6

# Name the skills to build confidence



*"After this lesson, I learned not to listen to the negative mind set I once created with myself and gave me more confidence to strive for what I want for myself."*

– Restore Education Texas used  
**RoadTrip Nation**

## Your Case Study



1. What was your goal and need you identified in think/reflection activity?
2. Which *considerations* from the list are most applicable to you?  
**Choose 1 or 2 considerations.**
3. Explore the suggested resources / and or other library resources to identify a resource that meets the participants needs.
4. Think about the reflection questions.



## **Wrap up / exit ticket**

1. Which consideration was most important to you?
2. What resources look promising?
3. What components of the resource would you use, or how would you adapt it?



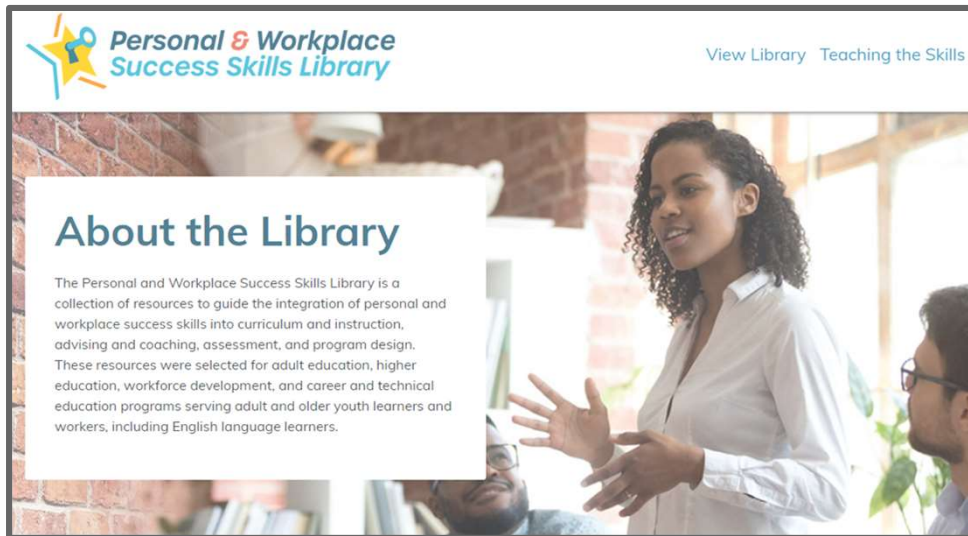
# Voices from the Field

Participate in a case study to illustrate how library resources can be used.

- Receive free technical assistance.
- Develop a plan for implementing the resources you select.
- Participate in an interview for a case study to be featured in the Library.
- Receive a \$2,500 stipend.



[skills.worlded.org/](https://skills.worlded.org/)



<https://www.linkedin.com/company/personal-workplace-skills-success-library/>

**Thank you!**

**Please contact us if  
you have questions:**

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