

Fostering a Work-Readiness Mindset 2023 COABE Atlanta: Session Six

Presented by: Amy Burke, Katie Coleman, and Nichole Shores

February 27th, 2024



Katie Coleman



- Lead CCR instructor and Professional Development Facilitator at Rockingham CC
- 14 years of experience in the field of education
- Coordinates CCR Transition Math and English programs
- Facilitates HSE Online courses
- Provides instructional and professional development support



Career Navigation Toolkit for Adult Educators





College and Career Readiness

Katie Coleman colemank9855@rockinghamcc.edu

Use this QR Code to Access These Resources Now https://bit.ly/careernavigationtoolkit

COABE Atlanta Share Session

Fostering a Work Readiness Mindset: Career Navigation Toolkit

Rockingham Community College - CCR Professional Development



Start

https://workforceatlas.org/

In 2017, Pearson joined forces with ProLiteracy to develop Workforce Atlas, an online career pathways platform that assesses adults' literacy, numeracy, workplace skills, and interests. Once users complete the assessments they are directed to recommended occupations, online resources, and local providers that can help them achieve their professional, academic, and personal aspirations.

Key Features of this Resource:



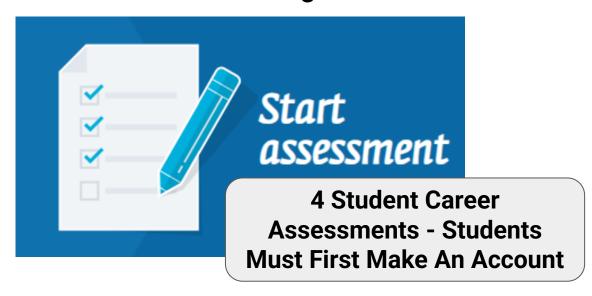
- □ Career Assessments in Four Categories (reading, numbers skills, job interests, and job skills)
- Career Guides (Example: Healthcare Student and Teacher Guide)
- Work Readiness Instructional Resources (WorkWise Workbook Activities)
- □ Career Cluster Infographics (Updated Annually with information from the Department of Labor)

Click to Explore Workforce Atlas
Resources

Favorites to Share from Workforceatlas.org

WORKFORCE

Click on the Images or Buttons Below to Launch Resources



Climbing the Ladder

This career ladder is an example. It shows how experience and training in nursing may lead to a new job with more pay. People can start their career in different places on the ladder.

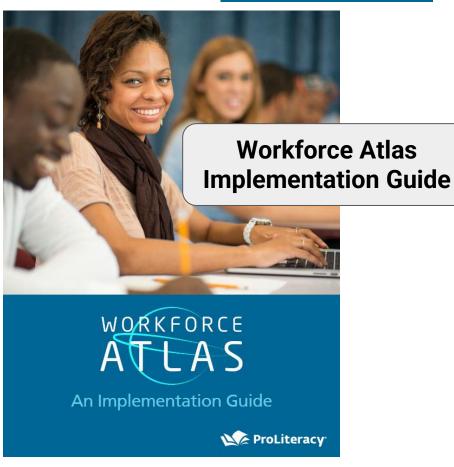
- High-Skilled Jobs are at the top of the ladder.
 These jobs may take 1-4 years or more of training.
- Skilled Jobs are on the higher part of the ladder. Most jobs in this group take 4-12 months of training.
- Semi-Skilled Jobs are the next step on the ladder. You can get here with a short training.
- Beginning-Level Jobs are the first step in a career. These may need little or no training.

Source: National Institute for Literacy



Healthcare Career Guide (Student)

Healthcare Career Guide (Teacher)



Click to Explore More Workforce
Atlas Resources

Favorites to Share from Workforceatlas.org

Click on the Images or Buttons Below to Launch Resources

WORKFORCE

SAMPLE EMPLOYMENT APPLICATION

| APPLICANT INFORMATION Last Name Street Address City Phone Date Available | E | Explore Other Resources Including WorkWise Workbook Exercises | | | | | |
|---|-----|---|--|-----|----|--|--|
| Position Applied for Are you a citizen of the United States? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO | | |
| Have you ever worked for this company? | YES | NO | If so, when? | | | | |
| Have you ever been convicted of a felony? | YES | NO | If yes, explain | | | | |
| EDUCATION | | | | | | | |
| High School | | | Address | | | | |



Job Interviewing Worksheets



Workforce Writing **Exercises**















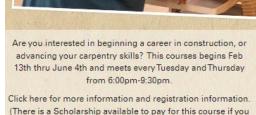
15+ Career

According to the Bureau of Labor Statistics, people worked the following manufacturing jobs (among others) in 2022:



K ProLiteracy WORKFORCE ATLAS





https://www.rockinghamcc.edu/coned/carpentry-core-skills/ Construction Jobs have seen a lot of growth in recent

apply!)

years, check out some of the data below about careers available in construction.



Proliteracyednet.org/workforce

This collection of online courses and other resources will help students begin a successful career while improving their literacy skills, and literacy providers meet the workforce needs of their community.



Pitney Bowes
Workforce Collection



Key Features of this site:

- □ Free Courses available to students (Students make their own account and a record of what they complete is saved.)
- Handouts Built into these courses Great for Whole Group Activities
- Wealth of Adult Education Instructional Resources Pulled From Multiple Sources

Click to Explore ProLiteracy's Pitney
Bowes Workforce Collection

Favorites to Share from Proliteracyednet.org/workforce

Click on the Images or Buttons Below to Launch Resources



Pathway to Career Success





Setting Career Goals



Tailoring Your Resume



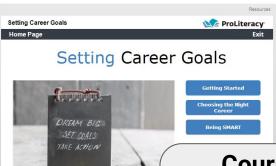
Acing the Interview



Communicating at Work

Examples of Some of the Many Courses Available

*You Must First Make A Free Account To Access **Pitney Bowes Workforce Collection**



Courses Have Additional Worksheets and Resources That Can Extend Activities in the Classroom



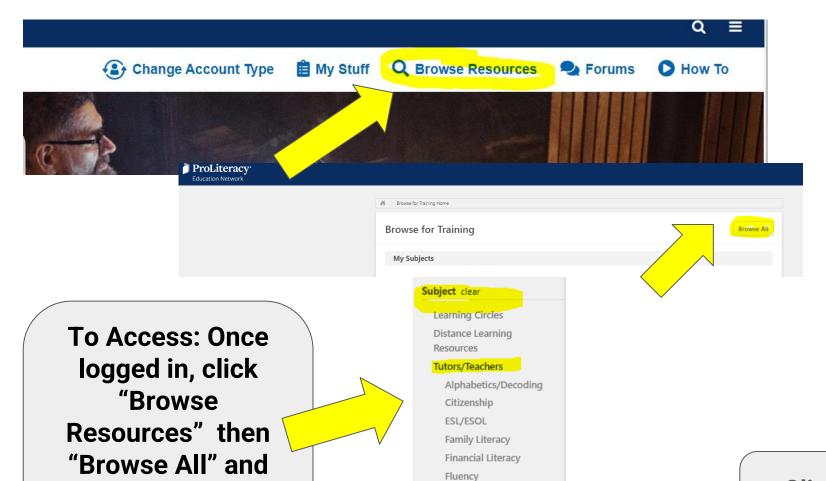
Exploring Personal Finance Workbook (Student Edition)

Teacher Guide



Click to Access More **Proliteracy Resources**

Favorites to Share from Proliteracyednet.org/workforce



GED/High School Equivalency

Health Literacy Learning

Life Skills
Literacy
Math/Numeracy
Oral Language Skills

Disabilities/Difficulties/Diff

Navigate through

Categories of

Interest on the Left



In addition to the Pitney
Bowes Workforce Collection,
the free account you make
on this site opens up a
wealth of other instructional
resources for adult
educators.

Click to Access More Career Navigation Toolkit Resources

Additional Career Navigator Resources Mentioned:

Click on the Images or Buttons Below to Launch Resources



Another great resource for career navigating with students is NCcareers.org. Students make a free account and all the surveys they complete save their results.













Resources Collected from the Atlanta COABE Conference

Session: Workforce Development Resources for Adult Ed Students

Presenter: Lauren Osowki

*Presentation Design Inspired by another COABE Session titled "Non-Linear Learning: How Interactive Google Slides Can support Digital Resilience and Independent Learning for Students" by Joey Lehrman

Own Favorite Career
Navigation Resources for Adult
Learners



Career Navigation Toolkit for Adult Educators





College and Career Readiness

Email Questions to:
Katie Coleman
colemank9855@rockinghamcc.edu

Use this QR Code to Access These Resources Now https://bit.ly/careernavigationtoolkit



Amy Burke



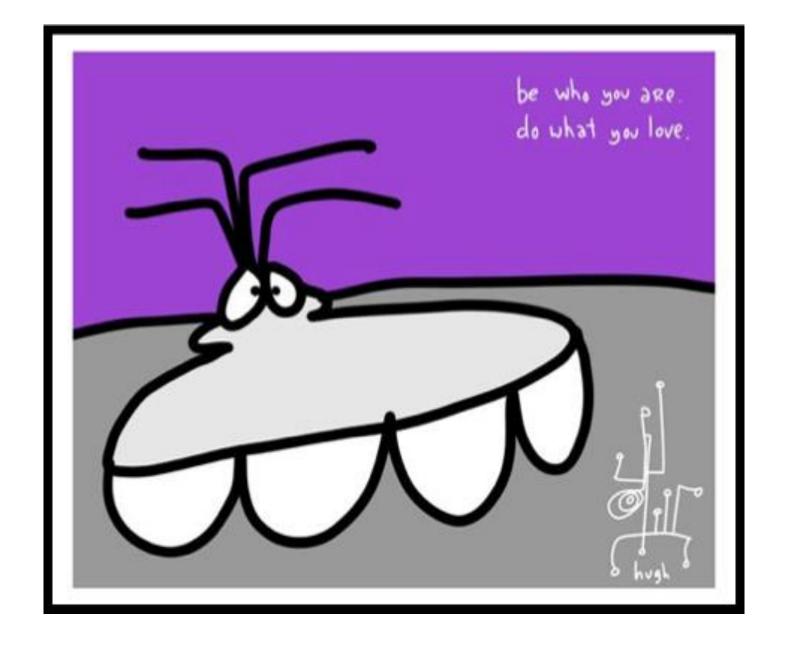
- GED instructor and Professional Development Facilitator at Pamlico CC
- 35 years teaching English and Humanities (public & private)
- Trained in the Paideia model of education
 - Served as Paideia Coordinator & liaison with National Paideia Center
 - Presented and conducted training sessions at National Paideia Conference
 - Developed 200+ originals seminars
- Published author
 - 16 educational books, in the area of Language Arts

WHY TEACH ENTREPRENEURSHIP?

Amy Burke, Pamlico CC



--based on "Top 10 Reasons to Integrate Entrepreneur and Certification Education Across Adult Education Programs" presented by Dr. Cheryl Ayers, COABE, 2023



1) Nearly 60% of today's young people say they intend to start their own business someday.

- 2) "Our current education system is not set up for entrepreneurs. Our system was created at the time of the Industrial Revolution when we needed to turn rural kids into urban employees capable of working on an assembly line, in massmarket factories. So, we ended up with a school system focused on memorization and measurable, predictable results."
- 3) Entrepreneurship education teaches students skills they can use well into their adult years, regardless of what they end up doing for a living.

Which is an "a-ha" statement for you? Type in the chat.





- Topic #1: Introduction to Entrepreneurship
 (Definitions; characteristics; advantages/disadvantages; assessment)
- Topic #2: Entrepreneurial Goals and Mindset (Setting goals; entrepreneurial mindset)
- Topic #3: Vision and Social Responsibility (Vision; social conscience)
- Topic #4: Entrepreneurial Journey
 (Big-picture thinking; mission statement; gig [freelance] economy)
- Topic #5: Innovation, Creativity, Problem-solving (Skills for problem-solving, inventing, innovating, creativity)
- Topic #6: Choose a Business Venture (Self-assessment; developing the idea of a business)
- Topic #7: Pitch
 (Presenting idea to others; communication skills)

Students will be able to:





You are already teaching some of these skills and concepts. What do you recognize in your <u>current</u> curriculum and how can you integrate other entrepreneurial skills into your classroom lessons/subject area(s) and activities?

Without a dedicated time-slot for Entrepreneurship, the key is to CONTEXTUALIZE and integrate academic skills with entrepreneurial content.



What to do ...

- **1-Identify the problems** about which your students are passionate.
- **2-Identify a solution** to those problems in the form of a business.
- **3-Identify** the math, reading, vocabulary, writing **skills related** to starting and building a business.
- **4-Integrate** those academic and entrepreneurial **skills**.





Instead of asking students,
"What do you want to do," ask,
"What problems do you want to solve?"



What are the differences between the two questions? How do you think your students' responses might differ?

Example

TOPIC #3: Entrepreneurial VISION Statement (what students want their business to look like in the future.)

Workforce Training Objective:
Students will understand the benefits of creating a Vision
Statement.

Workforce Preparation Skills: Students will demonstrate planning, vision, and goalsetting.

Tech/Communication Skills:
Word processing,
research, writing,
editing.

Contextualized ELA:

- 1-Students will define the word "vision" as it is used in entrepreneurship.
- 2-Students will summarize, write, and edit a vision statement for their business. (35 words; 2-3 sentences).
- 3-Students will research the vision statement for a well-known business (Starbucks, Amazon). What does it mean, does it "fit" the company, how could it be improved?

4-Students will write an essay in which they analyze a quotation about "vision" ("Someday isn't a real day like Monday or Tuesday; it's just another word for never") and will explain (by using at least one example) its meaning. Students will give their views on whether they agree with the quotation.



NCCCS Adult Education Standards:

R.2.4.1, W.5.4.1, W.5.4.2, W.5.4.3, W.5.4.5, W.5.4.6, W.5.4.7







1. PREPARES STUDENTS FOR AN UNCERTAIN FUTURE

2. ALLOWS FOR FOR CREATIVITY AND COLLABORATION

3. TEACHES PROBLEM IDENTIFICATION

4. DEVELOPS GRIT

5. MAKES THE WORLD A BETTER PLACE

6. CONTINUE LEARNING

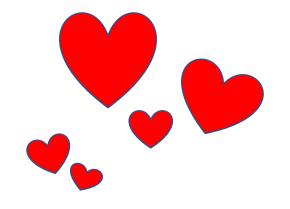
7. LEARN A WIDE VARIETY OF BUSINESS SKILLS

8. LIVE A LIFE THEY LOVE



"It's not that I'm so smart, it's just that I stay with problems longer."

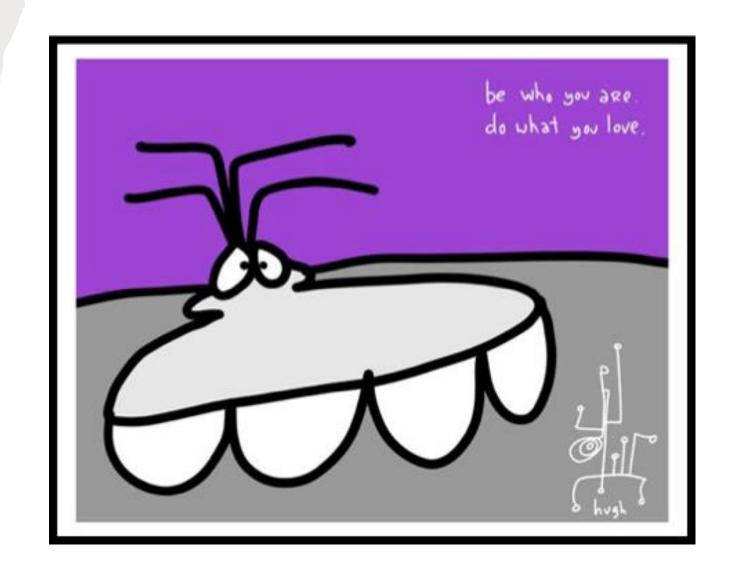
Albert Einstein



Consider:

TEACHERS make the best entrepreneurs. They already are some of the best innovators, problem-solvers, and fundraisers, and they are passionate and persistent people.

Entrepreneurships helps students build their dreams.





Nichole Shores



- CCR Coordinator of Instruction and Talent Development at Surry CC
- 14 years of experience in Surry CC's CCR program
- Started at Surry CC as an 18-year-old GED work study tutor while working towards her associate degree
- B.A. in Elementary Education (Lees-McRae at Surry CC) and M.A. in Adult Education
- Credentialed in:

Career Development Facilitator, Adult Education Specialist, STAR (reading strategies) certification, Working Smart Trainer, and Standards-Based Instruction trainer

Embracing Work-Readiness Mindset Using The 5 Chairs of Communication



" 5 Chairs 5 Choices"

Nichole Shores



Serving Surry and Yadkin Counties www.surry.edu

Louis Evans - The 5 Chairs of Communication https://www.youtube.com/watch?v=4BZuWrdC-9Q

ZOOM POLL

Your boss <u>denies</u> your vacation request. In your five years at the company, you have over <u>100 hours</u> of unused Paid-Time-Off. You save your time and often come into work when you don't feel like it. You gave a <u>3 week notice</u> of that vacation request; the company policy is a <u>3 day notice</u>. Also, you've purchased <u>non-refundable</u> concert tickets and a hotel for an overnight stay valued at \$600.

How do you respond to your boss?

ZOOM POLL: RESPONSES

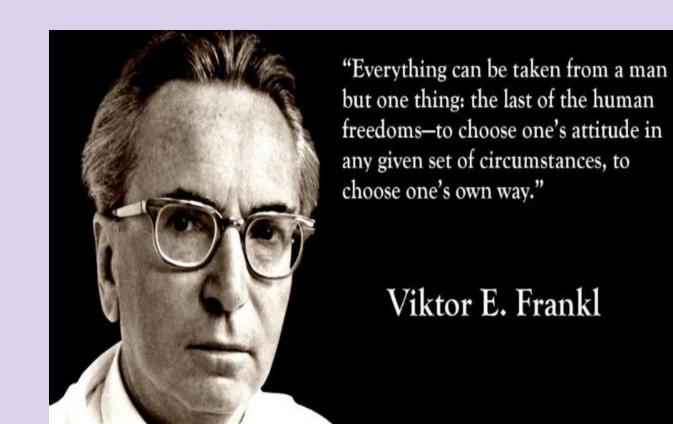
- **A)** Call, text, email, or go to your boss **immediately and question** why there was an issue with your request. Surely they made a mistake.
- **B)** Accept that you're just "out the money" and your boss needs you at work. The concert isn't a necessity and it was your fault for paying for the concert without checking with your boss first.
- C) Wait for at least a day to pass, for you to calm down, and then approach your boss about the situation.
- **D)** Call or text your closest coworker to see if they have ever experienced a "denied leave request" from your boss. Let that be the determining factor as to how you proceed with your boss.
- **E)** Contact your boss within a hour, and set a time to calmly discuss the situation. Keep an open mind, and work together to determine a solution that allows you to go to the concert and stay on good terms with your boss.
- **F)** Ignore your boss's response and enjoy the concert. Afterall, you gave a notice and you have the time to cover the trip. \$600 is a lot of money for an educator.
- **G)** Update your resume and LinkedIn Profile. Go to the concert; the vacation denial was "the sign" you've been looking for to move-on.

BECOME LESS REACTIVE AND MORE RESPONSIVE

Discuss Appropriate Workplace Behaviors

Model Professionalism

Practice having difficult conversations



Red Chair - This is the Jackal Chair. Opportunistic animals, always looking out to attack. This is the chair where we misbehave the most. "In this chair, we love to blame, to complain, to punish, to gossip, but our supreme game in this chair is to judge". "This is the *I'm right* chair".

The Jackal



"The more we judge people, the less time we have to love them." -Mother Teresa.

<u>Yellow Chair</u> - This is the Hedgehog Chair. Vulnerable, self-protecting from the dangers, from what they feel is an evil world. "We turn the red chair against ourselves and we say: I'm not intelligent enough, I can't do this, nobody believes in me (...) We have fears of being rejected, fears of disappointing, fears of failing, and we also play the victim." Sometimes it's difficult to admit that we're on the yellow chair because it's the chair of self-doubt.

The Hedgehog



Green Chair - This is the Meerkat Chair. The meerkats wait, they're observant, very conscious. The WAIT chair, What Am I Thinking? Here we become interested, curious. It's the "sliding door chair." When we make the right choice, we move into successful living.

The Meerkat



<u>Blue Chair</u> - This is the Dolphin Chair. Playful, intelligent, it communicates beautifully. Detect. "We become Sherlock Homes of ourselves." We become self-aware, "we know who we are, we know what we want, we know where we're going, we know we're not afraid to speak our truth but we also create boundaries, we look after ourselves in this chair, we're very, very powerful, we don't give our power away." This is the chair where we grow into our full power. "We become assertive but not aggressive."

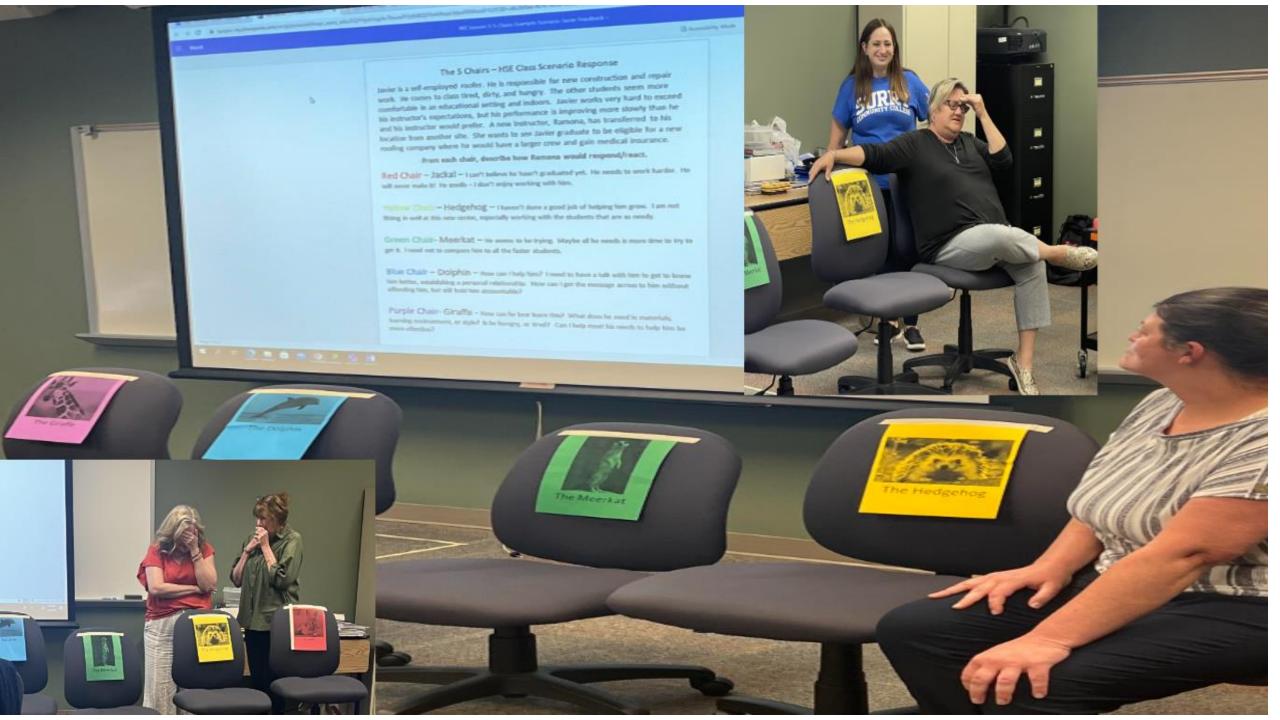
The Dolphin



<u>Purple Chair</u> – This is the giraffe chair. Very beautiful, very difficult. Giraffes have the biggest heart of all land animals. They also have the longest neck, incredible vision. "When we're in this chair, we're displaying empathy, and compassion, and understanding. In this chair, we put our egos on the back burner and we listen to people, we hold people in our presence and we care for them. And stepping into somebody else's shoes and understanding them is a great act of generosity."

The Giraffe





Notice your default position and next time you want to snap, argue or punish ... to stop, think, and see if you can take a different approach.

We can reflect on questions such as:

- What impact am I having on the people around me?
- Am I in control of my emotions, or are they in charge of me?
- Am I willing to have the difficult conversation and call out bad behavior?
- Am I seeking to be everything I can be?
- What will people say about me when I'm not in the room?

ZOOM POLL: REVISIT

- **A)** Call, text, email, or go to your boss **immediately and question** why there was an issue with your request. Surely they made a mistake.
- **B)** Accept that you're just "out the money" and your boss needs you at work. The concert isn't a necessity and it was your fault for paying for the concert without checking with your boss first.
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- **G)** Update your resume and LinkedIn Profile. Go to the concert; the vacation denial was "the sign" you've been looking for to move-on...

- A) Jackal Chair
- B) Hedgehog Chair
- C) Meerkat Chair
- D) Dolphin Chair
- E) Giraffe Chair

- F) Jackal Chair
- G) Jackal Chair



Fostering a Work-Readiness Mindset (Breakout Session)

- 1) Move to your assigned breakout room for <u>15 minutes</u>
- 2) Briefly introduce yourselves
- 3) Discuss the 5 Chairs of Communication scenarios
- 4) How would introducing this behavioral concept to your students prepare them for the workforce and help develop a work-readiness mindset?

SCENARIO

You are working at a furniture company as lead carpenter. Your assistant, Bradley is a hard-worker and a good helper. But Bradley is late to work more than twice a week. He doesn't make excuses or try to hide that he's coming in late. He always stays after if a project isn't finished at shift-end. As his supervisor, you want to see him continue to grow and move up in the company. He has the skills and ability to be one of the best carpenters on the team. His old supervisor said Bradley never had an issue with tardiness when he worked for him.

DISCUSSION

Describe how each <u>supervisor "chair"</u> would respond to the work situation.

Red Chair – Jackal
Yellow Chair – Hedgehog
Green Chair- Meerkat
Blue Chair – Dolphin
Purple Chair - Giraffe

REFLECTION

- If you were Bradley's supervisor, how would you respond?
- What advice would you give Bradley?
- Can you relate to Bradley's situation?



Breakout Session Debrief

Let's hear from a few of you about your thoughts on...

- 1) The 5 Chairs of Communication scenarios
- 2) How introducing this behavioral concept to your students would prepare them for the workforce and help develop a *work-readiness* mindset.



Any Questions?

Feel free to contact us.

Amy Burke aburke@pamlicocc.edu

Nichole Shores shoresrn@surry.edu

Katie Coleman colemank9855@rockinghamcc.edu





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NC's Roadmap for Disseminating Instructional Best Practices and Prioritizing Local Professional Development Monday 03/18 (3:50 - 5:00 in CANAL E)

Penelope Radcliffe, Beaufort County CC, Dr. Kimberly Gregory, College of the Albemarle, Devonne Jimison, Southwestern CC, and Leigh Davidson & Daniel Loges, NCCC System Office

Developmental Education in Adult Education: Transitioning Adult Learners into Curriculum Courses Tuesday, 03/19 (8:00 - 9:10 in RYMAN BALLROOM BE)

Susan Honeycutt & Londa Pickett, Davidson-Davie CC, and Arbony Cooper, NCCC System Office

Federal-State-Local: NC's Journey to State-Wide Implementation of the Standards-In-Action Virtual Institute

Tuesday, 03/19 (2:00 - 3:10 in CANAL E)

Carolyn Briggs-Gaul, Durham Literacy Center, Kevin Johnson, Lenoir CC, Gina Coffey, Mayland CC & Caldwell CC & TI, and Leigh Davidson & Daniel Loges, NCCC System Office

NC Representation at COABE 2024!

If you are attending the 2024 COABE Conference in Nashville, please complete our **brief survey** so we can stay in touch.

Support your peers, your colleagues, your directors, and your friendly system office team while they share all of the incredible things NC has done and is continuing to do on a national platform!



Register for our upcoming...

WEBINARS (Career Pathways Series)

Scheduling for Career Pathways Across Settings

March 14th

Basic Skills Plus and Other Funding Mechanisms

April 18th

Supporting Enrollment and Boosting MSGs through

Workplace Literacy

May 23rd

Teaching Strategies for Contextualizing IETs

June 20th

Instructor Credentialing Courses

CORE

March 25 - May 31, 2024



Register for our upcoming...

Standards-in-Action Virtual Institute Credentialing Course

March 26 – June 11, 2024

Ten live 2-hour virtual workshops

- Every *Tuesday from 2-4pm*
- Breaks on April 30th and May 28th
- **1.5-2 hours** weekly Moodle assignments

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Moodle Portal



College and Career Readiness Blog

Recent blogs

Standards-In-Action Virtual Institute, an Adult Ed Credential, Coming Spring 2024

CAL's 8 Fundamental Principles of Effective Adult English Language Instruction

Student Success Story from Pitt CC

Breaking the Press: How Basketball Wisdom Scores Points in IELCE

Suggested Solutions for Common IET

Preparing Adult Education Leaders for Upcoming Digital Equity

NCDAC Education Digest - Volume 2, Edition 5

A Raisin in the Sun Performed by Forsyth Tech CC Students

IDD Pilot Project Website Live!

National Apprenticeship Week Starts

View All Posts

Share your news worthy content, from the field, to Daniel Loges, Director of Professional Development

Contact Us



Standards-In-Action Virtual Institute, an Adult Ed Credential, Coming Spring 2024

January 30, 2024

Submitted by



Meeting held at Beaufort County Community College on June 22, 2023.

This spring, the CCR professional development team will be offering the annual Standards in Action (SIA) Virtual Institute Credentialing Course. From March to June, our new and improved, third iteration of the standards based virtual institute will run for ten weeks. The Virtual Institute will be led by Daniel Loges and Leigh Davidson, the CCR Professional Development team, and facilitated by three NC instructors who are both nationally and state certified Standards in Action trainers. The three state SIA trainers are:

- Gina Coffey, ABE/HSE/ESL Instructor, Mayland CC and Caldwell CC & Ti
- Julia Herbon, ABE Coordinator & Lead Instructor, Wake Technical Community College
- Kevin Johnson, Adult Corrections ABE/HSE Instructor, Lenoir Community College

The highly participative virtual training will be offered as a series of ten two hour workshops which include a mix of large and small group activities focused on how to design content standard aligned instruction for adult learners that addresses two critical needs: language and content development. Participants will spend the majority of the workshops collaborating in small groups with their SIA coach to create standards based lessons. lesson designed for adult learners. They will explore assorted

research based instructional activities to engage their adult





Thank you for coming!

