

CATESOL 2012

Soft Skills that Learners Need for Academic and Workplace Settings

**Ronna Magy, Los Angeles Unified School District
Donna Price, San Diego Community College
Continuing Education Program
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Objectives

By the end of this session, participants will be able to...

- **Identify academic and workplace readiness skills and strategies**
- **Identify activities for implementing academic and workplace readiness skills in ESL classes**

Brainstorm

- What are academic and workplace readiness skills?
- How are these skills similar?
- How can we integrate these skills into classroom instruction?



SCANS

Secretary's Commission on Achieving Necessary Skills

Competencies

- **Resources**
- **Interpersonal skills**
- **Information**
- **Systems**
- **Technology**

Foundational Skills

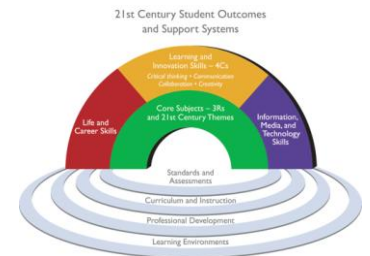
- **Basic skills**
- **Thinking skills**
- **Personal qualities**

21st Century Skills: 3Rs and 7Cs

3Rs: Reading, Writing, Arithmetic

7Cs:

- **Critical thinking** and problem solving
- **Communication** & media literacy
- **Collaboration, teamwork** & leadership
- Creativity & innovation
- Computing & ICT literacy
- Career & learning self-reliance
- Cross-cultural understanding



-Bernard Trilling and Charles Fadel
21st Century Skills

Refer to handout page 2

Transferable Skills

**Academic
Readiness
Skills**

- Listening & Speaking
- Reading
- Writing & Note Taking
- Critical Thinking & Problem Solving
- Interpersonal Soft Skills
- Technology

**Workplace
Readiness
Skills**

Some common skills identified in the classroom and in the workplace:

- ✓ **Reading:** schedules, graphs, handbooks, performance reviews
- ✓ **Critical Thinking/ Problem Solving:** negotiate, compromise, come to consensus
- ✓ **Communicating-listening & speaking:** train new workers, work in teams, follow directions
- ✓ **Writing:** daily logs, emails, work orders, accident reports

Integrating Academic and Workplace Skills in Classroom Instruction

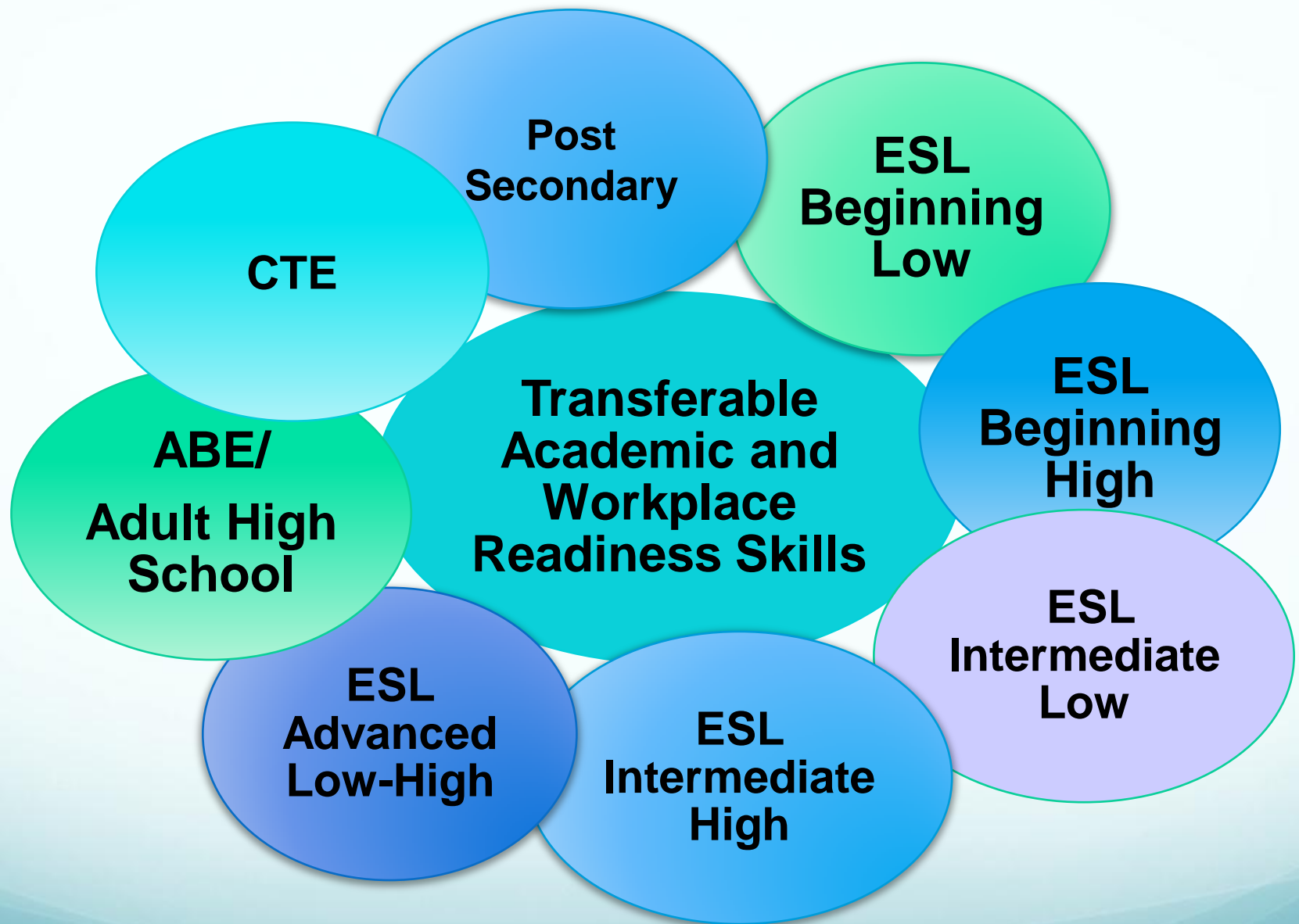
- ✓ **Chart and graph reading**
- ✓ **Oral presentation (researching, presenting skills)**
- ✓ **Note-taking**
- ✓ **Self-assessment/self-evaluation**
- ✓ **“I” statements**

Integrating Academic and Workforce Readiness Skills

The skills learners need in order to transition successfully to higher levels of education or employment should be integrated at every level of instruction, including ESL classes that are focused primarily on language instruction.

-Betsy Parrish and Kimberly Johnson

Promoting Learner Transitions to Postsecondary Education and Work



Transferable Skills: 21st Century Skills

“.....Their problems rarely stemmed from a shortfall in technical or professional expertise, but rather from a shortcoming in the soft skills arena with their personal, social, communication and self-management behaviors.”

Peggy Klaus

The Hard Truth about Soft Skills

Examples of Critical Thinking Skills

Skills:

- Organizing
- **Categorizing**
- Predicting
- **Interpreting**
- **Analyzing & evaluating**
- Summarizing
- Decision making

- Parrish/Johnson

7 C's

1. Critical thinking/ problem solving

- 1. Communication
- 1. Collaboration
- 1. Creativity
- 1. Cross-cultural understanding
- 1. Computing
- 1. Career self-reliance/ lifelong learning

Activities that implement critical thinking skills in ESL classes

Chart Reading

- **Categorizing**
- **Interpreting**
- **Analyzing & evaluating**

Reading a Class Schedule

| Location of Vocational Classes | | | | | |
|--------------------------------|--------------|--------------|-------------|-----------------|-------------|
| | North Center | South Center | West Center | Downtown Center | East Center |
| Auto Mechanics | ■ | ■ | ■ | | |
| Certified Nursing Assistant | ■ | ■ | ■ | ■ | ■ |
| Food Service Worker | ■ | ■ | ■ | | ■ |
| Hospitality and Tourism | ■ | | | | |
| Office Systems | ■ | ■ | ■ | | ■ |
| Retail | | ■ | | ■ | |
| Welding | ■ | | ■ | | |
| Workplace Readiness | ■ | ■ | ■ | ■ | ■ |

Hotel maintenance worker's weekly job duties

| DUTIES | M | T | W | Th | F | Sa | S | Notes |
|--|---|---|---|----|---|----|---|-------|
| Help housekeepers move carts up & down stairs | X | X | X | X | X | X | X | |
| Clean the entire pool area | X | | X | | X | X | X | |
| Clean the entire front lobby area & driveway | X | X | X | X | X | X | X | |
| Do a walk-thru of entire building and groups (am & pm) | X | X | X | X | X | X | X | |
| Clean all parking lots | X | | X | | X | X | | |
| Clean entire lower level | X | X | X | X | X | X | X | |

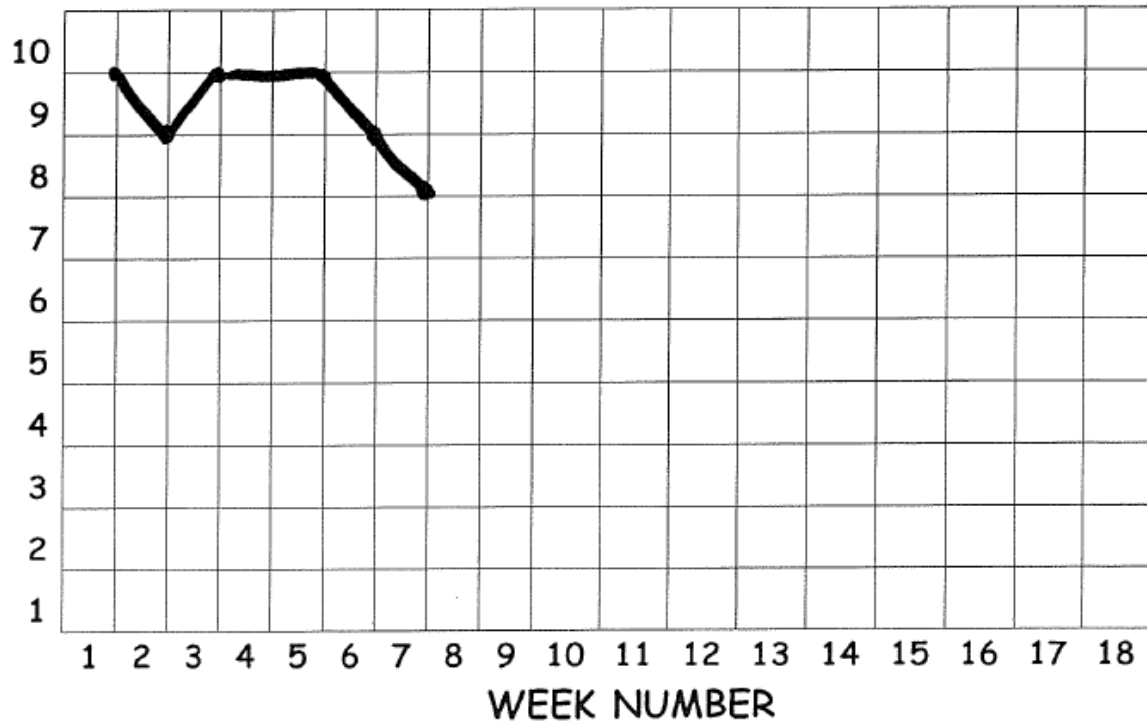
Temperature Chart

Name Steve Chen Room 271-C Dr. Lopez

| Date | 3-31-10 | | | 4-1-10 | | | 4-2-10 | | | | | | | | | | | | | | |
|-------------|---------|------|------|--------|-------|-------|--------|-------|-------|-------|-------|-------|------|------|------|------|------|------|------|---|----|
| HOUR | A.M. | | P.M. | A.M. | | P.M. | A.M. | | P.M. | A.M. | P.M. | | | | | | | | | | |
| | 4 | 8 | 12 | 4 | 8 | 12 | 4 | 8 | 12 | 4 | 8 | 12 | 4 | 8 | 12 | 4 | 8 | 12 | 4 | 8 | 12 |
| Temperature | 99.5 | 99.5 | 99.5 | 101.3 | 101.3 | 101.1 | 101.1 | 101.0 | 100.1 | 100.1 | 100.1 | 100.0 | 99.8 | 99.6 | 99.5 | 99.5 | 99.5 | 99.1 | 99.0 | | |
| Normal | | | | | | | | | | | | | | | | | | | | | |

Student Progress Graph

correct



Refer to handout page 3

Examples of Communication and Collaboration

Skills:

- **Teamwork**
- **Cooperation**
- Coming to a consensus
- Compromise
- **Decision making**
- **Listening**

- SCANS

7 C's

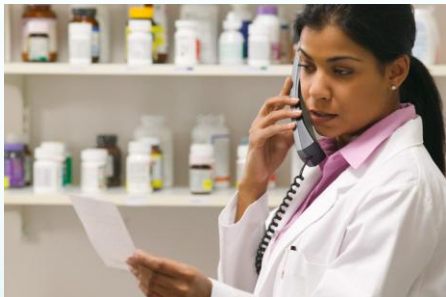
1. **Critical thinking/
problem solving**
1. **Communication**
1. **Collaboration**
1. Creativity
1. Cross-cultural understanding
1. Computing
1. Career self-reliance / lifelong learning

Integrating Academic and Workplace Skills in Classroom Instruction

- **Oral presentations**
- **Note-taking**
- **Self-assessment**
- **“I” statements**

Brainstorm

What kinds of jobs do your students tell you they want to have in the future?



Oral Presentation

The Career in My Future

- **Goal setting**
- **Oral presentations**
- **Note-taking**



Oral Presentation

The Career in My Future

- **Name of job**
- **Job description**
- **Hourly wage**
- **Yearly wage**
- **Education required**
- **Training required**
- **Why I want this job**

Refer to handout page 4

The Career in My Future: Note-Taking

MY FUTURE JOB

| | |
|------------------------|--|
| 1. Name of Job | |
| 2. Job Description | |
| 3. Hourly Wage | |
| 4. Yearly Wage | |
| 5. Education Required | |
| 6. Training Required | |
| 7. Local Job | |
| 8. Why I want this job | |

Refer to handout page 4

Feedback about note-taking from a vocational training instructor to ESL instructors:

Graphics Instructor: “Thank you for teaching them how to take notes. We give a lot of information in our lectures and we see how prepared the ESL students are.”



Feedback about people skills from a vocational training instructor

Welding Instructor: “Ricardo is a great welder, but he’s got a bad attitude. Teach him not to be grouchy. Teach him reading and math—we’ll take care of welding. **Teach him how to act at a job interview.**”



Self-Assessment: What Kind of Worker Are You?

In a job interview, an employer might ask:

- **Tell me about yourself.**
- **What are your strengths?**
- **Why should we hire you for this position?**
- **How would your co-workers describe you?**

Self-Assessment: Mixer Activity

What Are Your Skills?

| “I” Statement | “I” Statement | “I” Statement | “I” Statement |
|---|-------------------------------|---|-------------------------------------|
| I can work in a team and get along with others. | I’m reliable and responsible. | I can find information on the Internet. | I can train others on new projects. |

Refer to handout page 5

Explicit Teaching

- Introduction:

Today you are going to learn about.....

You will be working on these skills....

- Summary:

Today you learned to.....

What skills did we work on today?

Refer to handout page 6

Transferable Skills: Making “I” Statements

“I” statement examples:

- I can work in a team and get along with others.
- I am reliable and responsible.
- I can find information on the Internet.
- I can train others on new projects.

Refer to handout page 6

Closing

- **Can you name five academic and workplace readiness skills?**
- **Can you name an activity that implements academic and workplace readiness skills in ESL classes?**

CATESOL Transitions Institute

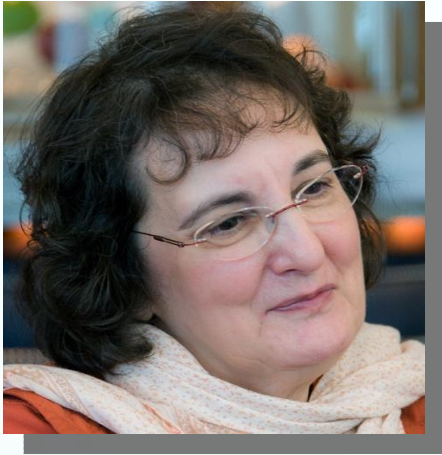
Transitions Institute Closing Meeting

- **4:30-5:00 PM**

Saturday, April 14, 2012

Junior Ballrooms 1, 2-3

For Additional Information



Ronna Magy
ronnawrite@sbcglobal.net

Donna Price
dprice@sdccd.edu



Handout and PowerPoint presentation:
www.quia.com/pages/donna/workshops

CALPRO materials: <http://calpro-online.org/>