

TESOL 2012

Strategies for Transitioning ESL Students to Workforce Programs

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Continuing Education Program
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Objectives

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

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

Brainstorm

- What are workplace readiness skills?
- 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

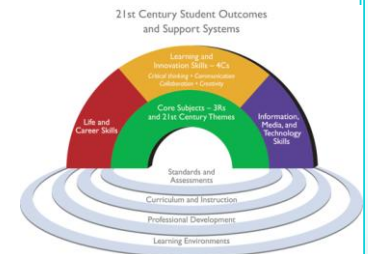
- **Basic skills**
- **Thinking skills**
- **Personal qualities**

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, p. 2

Some common skills identified 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 Workplace Skills in Classroom Instruction

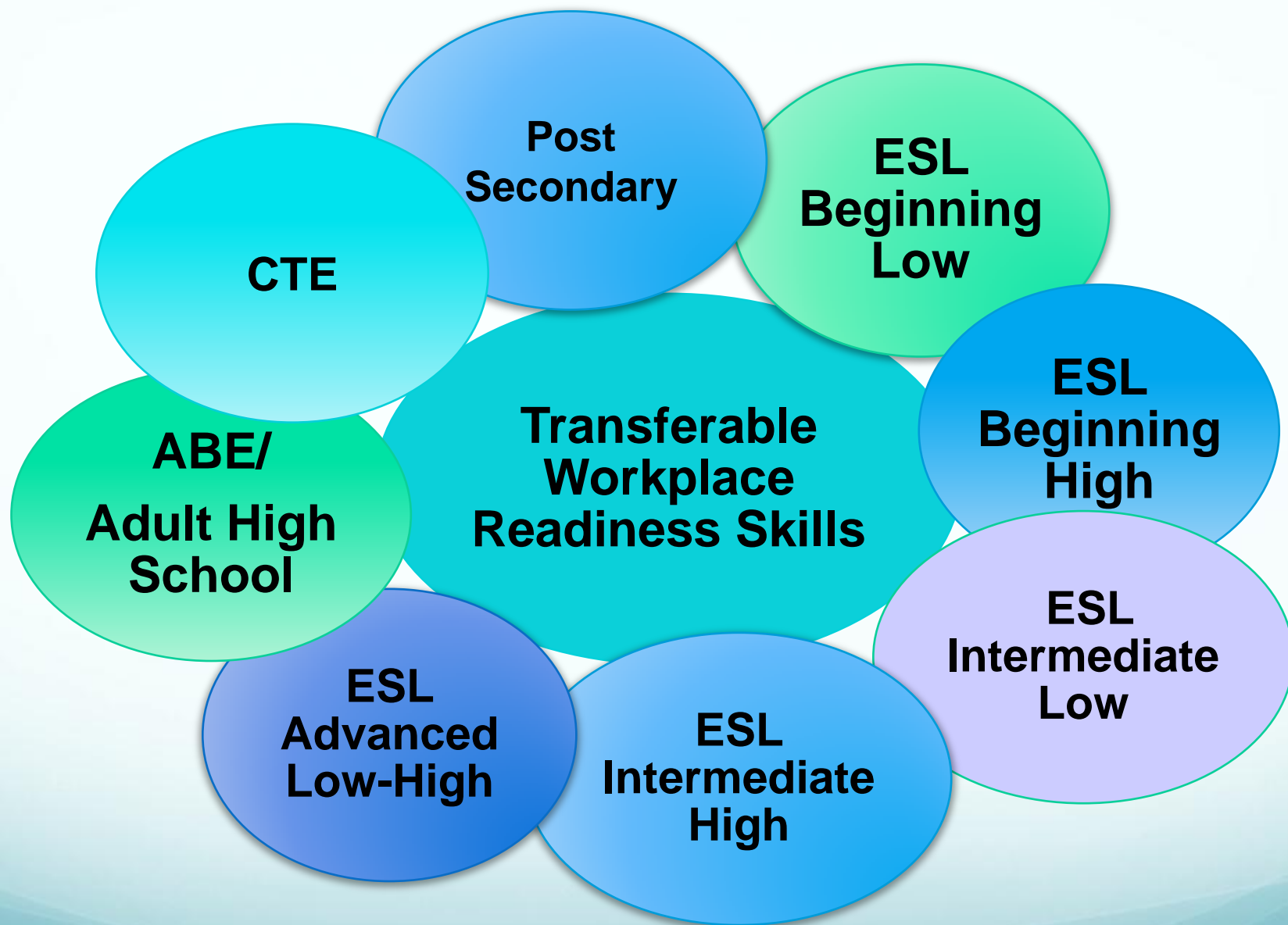
- ✓ **Chart and graph reading**
- ✓ **Oral presentation (researching, presenting skills)**
- ✓ **Note-taking**
- ✓ **Self-assessment/self-evaluation**
- ✓ **“I” statements**

Integrating 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**
2. Communication
3. Collaboration
4. Creativity
5. Cross-cultural understanding
6. Computing
7. Career self-reliance/ lifelong learning

Activities that implement critical thinking skills in ESL classes

Chart Reading

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

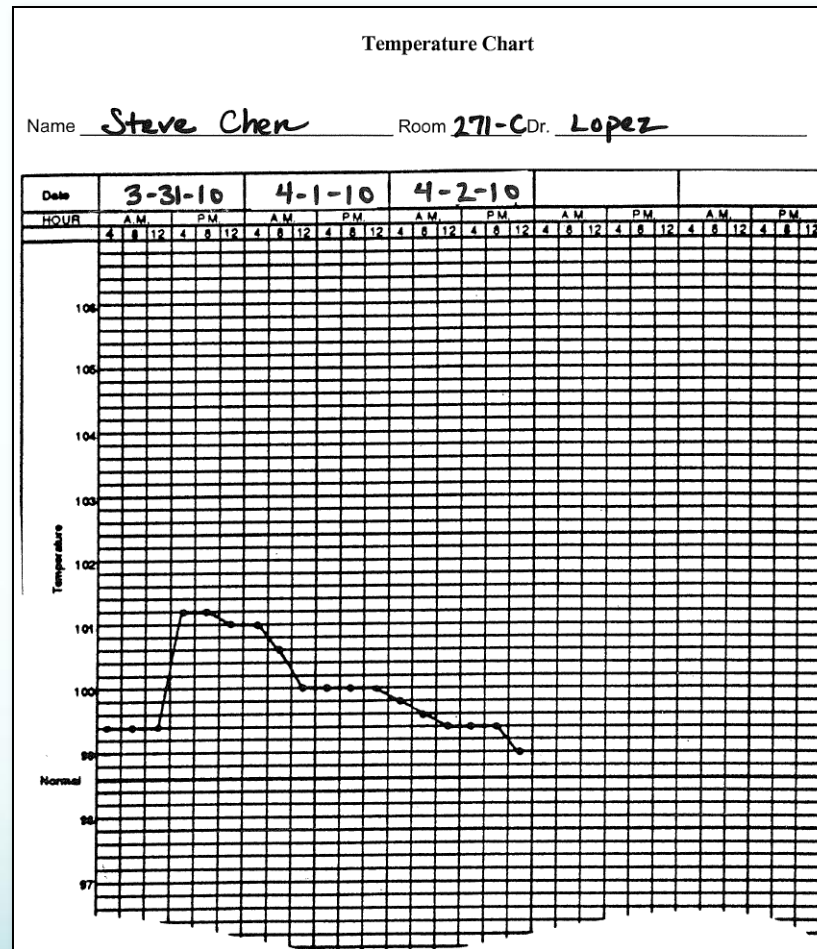
Reading a Class Schedule

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

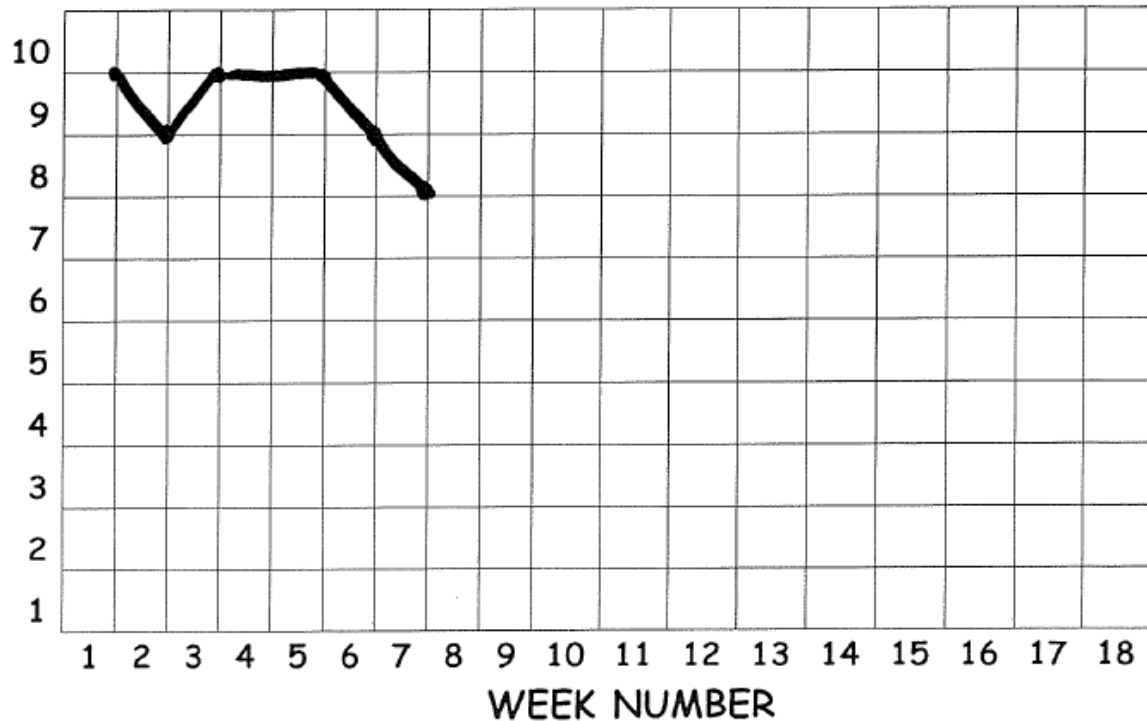
DUTIES	M	T	W	Th	F	Sa	S	Notes
Help housekeepers move carts up & down stairs	X	X	X	X	X	X	X	
Clean the entire pool area	X		X		X	X	X	
Clean the entire front lobby area & driveway	X	X	X	X	X	X	X	
Do a walk-thru of entire building and groups (am & pm)	X	X	X	X	X	X	X	
Clean all parking lots	X		X		X	X		
Clean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

Reading a Chart at Work



Student Progress Graph

correct



Refer to handout, p. 3

Examples of Communication and Collaboration

Skills:

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

- SCANS

7 C's

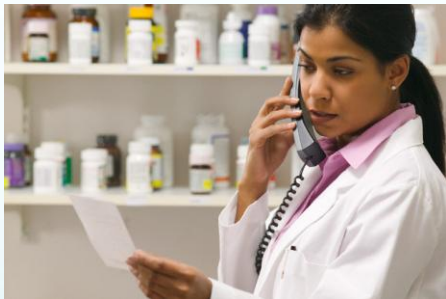
1. **Critical thinking/
problem solving**
2. **Communication**
3. **Collaboration**
4. **Creativity**
5. **Cross-cultural
understanding**
6. **Computing**
7. **Career self-
reliance / lifelong
learning**

Integrating 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**

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, p. 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:

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

Self-Assessment: Mixer Activity

What Kind of Worker Are You?

“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, p. 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, p. 6

Transferable Skills: Making “I” Statements

“I” statement examples:

- 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.

Closing

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

Workplace Skills Workshops

Problem Solving & Critical Thinking in the World of Work

- **11:00 AM Friday, March 30, 2012
Convention Center 119-A**

and

Ventures in Transitioning Students

- **3:00 PM Friday, March 30, 2012
Convention Center 119-A**

For Additional Information



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

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

Transitions

VESL class



CNA Training



**Work: employed as
CNA at a skilled
nursing facility**

