

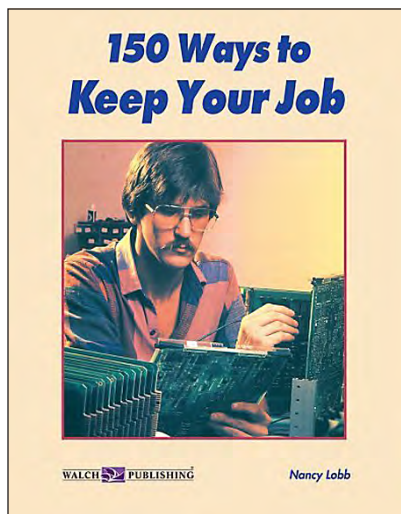
RESOURCE GUIDE

POPULAR RESOURCES

*Supporting the Transitioning of Adult Learners with
Independence or Employment Goals*

Engage; Work with Others (Work with Others)





150 Ways to Keep Your Job

150 Ways to Keep Your Job addresses many scenarios that employees face, from sexual harassment and job stress to teamwork and promotions. It covers basic work habits, ethics, and attitudes to keep employed. Included are pull-out sections of answers and vocabulary lists.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Reading Text, Working with Others, Thinking Skills

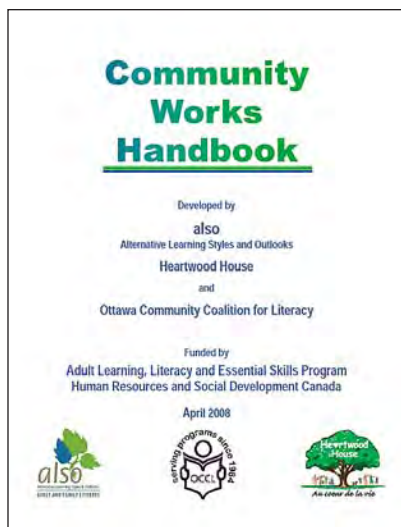
EMPLOYMENT

Book 118 pages

Walch Education
www.walch.com

Also at New Readers Bookstore and
online bookstores

\$18 to \$25



Community Works Handbook

Community Works Handbook is an innovative model of supported volunteering in the community. It provides training in transferable Essential Skills for learners who are marginalized and/or disadvantaged by a variety of barriers and challenges. The original project assisted with 10 learners, supporting them in community placements. Chapters include Looking In: Finding Out About Yourself; Workplace Safety; Charting Progress During Your Volunteer Placement; Managing Yourself and Your Volunteer Placement; Communicating in the Workplace; Getting Along With Others; and Putting It All Together. The volunteer placements were in reception and child care assistant positions. There is an accompanying *Community Works: Implementation and Process Guide* to assist practitioners.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Reading Text, Document Use, Writing, Working with Others, Thinking Skills

INDEPENDENCE/EMPLOYMENT

pdf files

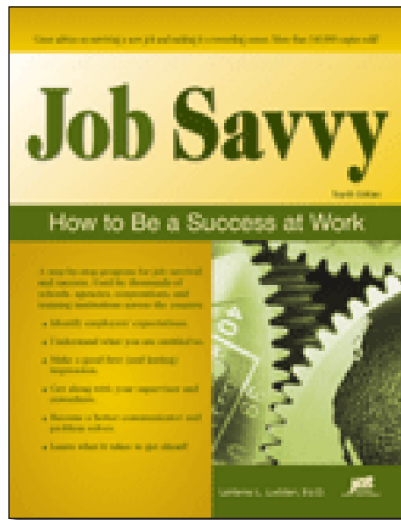
Handbook 156 pages

Implementation Guide 59 pages

**Ottawa Community Coalition for
Literacy**

www.occl.ca/comworks.htm

No cost



Job Savvy

Job Savvy (4th Edition) Based on research into what employers need and value in employees, this workbook helps readers build job survival and success skills. The information is easy to read and there are lots of examples, checklists, case studies, and section summaries. Some of the topics covered are workplace communication skills; getting along with supervisors, other workers and customers; making a good impression; problem solving; and the impact of technology on employee behaviour. “Important Skills” sidebars provide advice for succeeding in the world of work. Introductions and summaries help put each chapter into a clearer context. Instructors can use the helpful supplement **Job Savvy Instructor’s Resources CD-ROM** for class activity suggestions, homework assignments, worksheets, sample quiz questions, a bank of test questions, and a PowerPoint presentation for each chapter.

EMPLOYMENT

Workbook 237 pages
CD-Rom Instructor Resource

JIST Publishing
www.jist.com

Workbook \$15
Instructor CD-Rom \$30

OALC Competency: Communicate, Find/Use Information, Technology, Self-Direction, Work with Others

Essential Skills: Reading Text, Working with Others, Thinking Skills, Computer Use



Job Survival

Job Survival: How to Adjust to the Workplace and Keep Your Job is a workbook that teaches readers how to adjust to workplaces and retain their jobs. Many people do not lose their jobs because they cannot do them; they lose their jobs because they cannot adjust to the working environment. They can’t survive on the job long enough to prove their worth. Job Survival covers the basic job retention topics, including attitude, skills, goals, problem solving, stress, following rules, working as a team member and having good habits and manners. Activities include workplace scenarios in each chapter.

OALC Competency: Communicate, Self-Direction, Work with Others

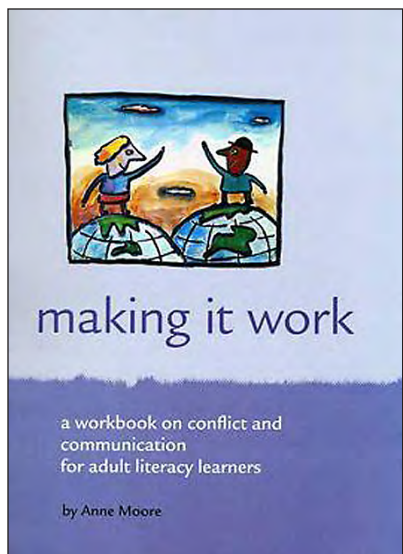
Essential Skills: Reading Text, Document Use, Working with Others, Thinking Skills

EMPLOYMENT

Book 182 pages

JIST Publishing
www.jist.com

\$13



Making it Work

Making it Work is a workbook designed to promote positive communication and conflict resolution skills. It operates on the central idea that good communication skills are key to managing and resolving conflict. Communication skills are introduced in a step-by-step format and are accompanied by exercises, including active listening, body language and using “I” statements. It asks participants to reflect on the role conflict may have played in their lives, as well as assertiveness, anger management, diversity, human rights and rights in the workplace. *Making it Work* is intended for intermediate adult literacy learners, but is also suitable for basic level learners with tutor support. Includes a CD of worksheets on pdf.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Oral Communication, Thinking Skills

INDEPENDENCE/EMPLOYMENT

Workbook 186 pages

Action Read Community Literacy Centre

www.actionread.com

Price: \$28

Price includes worksheets on CD in pdf



Walch Real Life: Person to Person

Walch Real Life: Person to Person shows learners how to take positive action to create and maintain good relationships.

Topics include Thinking About People, Talking with People, Handling Conflict with People, Working Together with People, and Connecting with People.

Other books in this series include *Way to Go Solving Problems and Making Decisions* and *More Power to You Building Confidence and Self-Esteem*, and are included in our Self-Direction section.

The teacher’s guide provides essential background information and teaching suggestions for the three Walch Real Life Series activity texts.

OALC Competency: Communicate, Self-Direction, Work with Others

Essential Skills: Reading Text, Working with Others

INDEPENDENCE/EMPLOYMENT

Student Book 52 pages

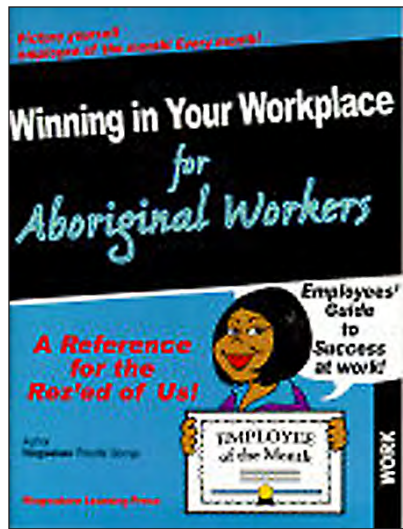
Teacher’s Guide 80 pages

Walch Education

www.walch.com

Student Book \$16 ea

Teacher’s Guide \$15

**EMPLOYMENT**

Book 36 pages

Ningwakwe Learning Press

www.ningwakwe.on.ca

\$25

Winning In Your Workplace for Aboriginal Workers

Winning In Your Workplace for Aboriginal Workers looks at the various aspects that may affect a new worker, including relocating, new job stress, social interactions, family and, one's own personal well-being. Using storytelling scenarios and basic dialogue of workers discussing an issue, each chapter offers helpful tips and quotes about dressing for success, good manners, job stress, culture shock, personal and professional boundaries, phone and email use and gender issues. This readable resource introduces employment awareness for teens beginning their first part-time job or for the mature literacy learner re-entering the workforce after upgrading.

OALC Competency: Communicate, Self-Direction, Work with Others**Essential Skills:** Reading Text, Working with Others, Thinking Skills**INDEPENDENCE/EMPLOYMENT**

Binder 173 pages

Project Read Literacy Network

www.projectread.ca

\$35

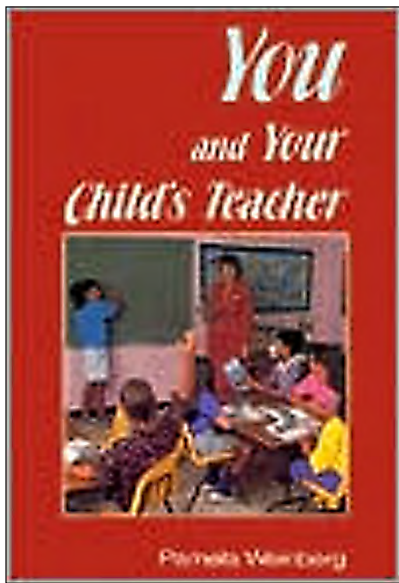
Working Together Working Well

Working Together Working Well — Activities to Develop Teamwork Skills at Work or in the Classroom contains 27 activities to develop skills to be an effective team member. The activities, organized in eight chapters, include topics taken from the Employability Skills Toolkit developed by the Conference Board of Canada. The chapters are:

- Understand and work within the dynamics of a group;
- Ensure that a team's purpose and objectives are clear;
- Be open and flexible to the thoughts and opinions of others;
- Recognize and respect diversity, individual differences and perspectives;
- Provide feedback in a constructive manner;
- Contribute to a team by sharing information and expertise;
- Lead or support when appropriate, motivating a group for high performance; and
- Problem-solving and managing and resolving conflict.

Activities are accompanied by facilitator's notes and related handouts, and are linked to Essential Skills.

OALC Competency: Communicate, Work with Others**Essential Skills:** Reading Text, Oral Communication, Working with Others, Thinking Skills



You and Your Child's Teacher

You and Your Child's Teacher is an easy-to-use resource guiding parents through common ways of communicating with their child's school. With the message that "parents, children and teachers need to work together to make a child's education the best," the book advises parents to connect with the school as frequently as possible, not just when there is a problem. The advice for how to proceed and think things through when there is a problem is excellent. Included are activities and examples about making phone calls, writing notes and meeting with teachers. There are suggestions for activities to do at home with children, for organizing school papers and for keeping a diary to record what you have done and when. This book is at a functional reading level but is valuable for any parent.

OALC Competency: Communicate, Work with Others

Essential Skills: Reading Text, Writing, Oral Communication, Working with Others, Thinking Skills

INDEPENDENCE

Book 47 pages

New Readers Press

Available at Laubach Literacy Ontario
Bookstore

www.laubach-on.ca

and online bookstores

\$16