

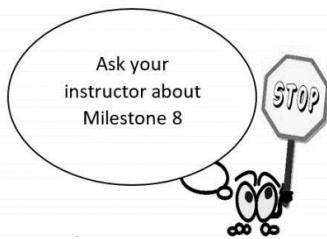
## Curriculum Overview

### OALCF Alignment

This curriculum teaches essential work skills and follows the Ontario Adult Curriculum Framework. The manual instructs the tasks and competencies required for workplace success. This helps prepare learners not only to secure employment but also to maintain employment. Modules also focus on soft skills in a way that allows learners to form their own conclusions.



### Ownership and Resourcefulness



Each module is based on a competency in the OALCF. Each competency is explained in the first module of the course with examples and activities provided to help learners understand the OALCF. This will assist instructors when discussing competencies, milestones, and reasons for assessments. This enables each learner to understand the LBS learning process and become an active participant in that process. A character named Miles appears throughout the manual prompting learners to request their own milestones and take further ownership of their learning. Modules contain key lesson vocabulary guides. This gives learners an opportunity to research unfamiliar vocabulary prior to starting each lesson.

### Manual, Assessment, Marking Guide and Group Work Option

CESBA's Work Skills Manual is 275 pages and comes with a practitioner's booklet, which includes: assessment materials and rubric, a marking guide and a course completion certificate. The course assessment is in the first module of the manual. This time-saver means that learners can begin the course right after registration and instructors can use learner work in the first module as an initial OALCF level assessment. There is also a group activity guide that can be used with the modules if offered in a workshop setting. The group activity guide is optional, and the course can be completed independently by a learner or offered to several learners in a group setting.

### General Appeal

CESBA's Work Skill Manual offers a variety of workplace scenarios that will appeal to all learners. Scenarios include all types of businesses, for example: construction sites, offices and grocery stores. It is a general work skill book that anyone can study. The manual contains an assortment of activities for different learning styles, some of these activities are tables, forms, matching activities, opinion writing, hands on activities, video research and digital learning.

The entire course can be studied to gain a certificate or instructors can use individual modules as resources for task-based learning as needed.

## Content and Modules

This curriculum has 7 modules and an optional group activity guide.

<b>Module 1: Introduction to the OALCF</b>	<b>Module 2: Find and Use Information</b>
This module talks about the Ministry and the OALCF and introduces the associated vocabulary. This module explains the tasks and competencies included in the OALCF. Each lesson offers examples of the competencies. This module contains an initial assessment for each of the six competencies, including an essential numeracy assessment.	This module contains skills needed to accomplish tasks in the Find and Use Information competency. Some tasks included in this module involve finding information in signs, headings, policies, memos, schedules, instructions, receipts, emails, and memos. Workplace misconduct, occupational health and safety, learning styles and organizing tasks are some of the interesting subjects covered in this module.
<b>Module 3: Communicate Ideas and Information</b>	<b>Module 4: Understand and Use Numbers</b>
This module covers tasks associated with verbal and written communications and document use in the workplace. Some interesting topics include starting a new job, I-statements, workplace gossip, communication barriers, speaking in groups and texting in the workplace.	This module instructs practical math and includes many visuals. All activities have step by step instructions. This module applies mathematics to many workplace scenarios. Lessons in this module include making change, place value, estimation, fractions, percentages, measurement, and ratios.
<b>Module 5: Using Digital Skills</b>	<b>Module 6: Manage Learning</b>
This module introduces learners to social networking and finding jobs through social media. The lesson contains step-by-step instructions for using Microsoft Word and PowerPoint and advises learners on how to find Employment Ontario services online.	At the beginning of this module, learners complete a transferable skill inventory. Workplace soft skills including time management, showing initiative, adaptability, dealing with stress and resourcefulness are explored. Workplace scenarios cover topics like dealing with distractions, overcoming shyness and making schedules.
<b>Module 7: Engage with Others</b>	<b>Group Activity Guide</b>
Tasks in Module 7 involve relating to others in the workplace. This module explores teamwork concepts, collaboration, accepting feedback, being reliable, understanding hierarchies, problem solving techniques, choosing the right language, recognizing harassment, understanding boundaries and working with other personalities.	The CESBA Work Skills Manual comes with a group activity guide for programs wishing to offer the material in a group setting. All activities are aligned to the OALCF and activities are sorted by module. The group activity guide contains ice breakers, hands on activities, group tasks and a group self- evaluation.

### Course links:

<https://cesba.com/resources/lbs-work-skills-manual/>

### En français

<https://cesba.com/fr/Ressources/guide-des-competences-professionnelles-afb/>

**Curriculum Developer:** Angela Williams