



## Content and Modules

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

<p><b>Module 1: Introduction to the OALCF</b></p> <p>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.</p>	<p><b>Module 2: Find and Use Information</b></p> <p>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.</p>
<p><b>Module 3: Communicate Ideas and Information</b></p> <p>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.</p>	<p><b>Module 4: Understand and Use Numbers</b></p> <p>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.</p>
<p><b>Module 5: Using Digital Skills</b></p> <p>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.</p>	<p><b>Module 6: Manage Learning</b></p> <p>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.</p>
<p><b>Module 7: Engage with Others</b></p> <p>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.</p>	<p><b>Group Activity Guide</b></p> <p>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.</p>

### Course links:

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

### En français

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

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