Preparing Your Students for Today’s Workforce

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CAREER EXPLORATION & SOFT SKILLS

The Burlington English Solution for Workforce Readiness

ENSURE WIOA SUCCESS
Put Your Students on the Pathway to Career Success

- Explore career options and plan career pathways
- Learn about educational and training opportunities
- Gain the soft skills necessary to succeed in the workplace
- Develop digital literacy skills
CAREER EXPLORATION & SOFT SKILLS

- Three levels: Beginners, Intermediate and Advanced
- 15 one-hour lessons in both ICL and SZ, for a total of 30 hours per level
- Optional downloadable worksheets expand classroom hours
What is Blended Learning?
...throw it all in and press "start"?
Blended Learning

ICL (In-Class Lessons)

- ICL (In-Class Lessons) and Student’s Zone lessons enable true blended instruction
- Worksheets: Extra classroom interaction and practice
- Mobile Vocabulary Practice any time, anywhere

Student’s Zone

Worksheets

Mobile Vocabulary Practice
Using BurlingtonEnglish for Your In-Class Lessons

- The ICL offers teachers projectable structured interactive material that can be used in the classroom for presentation and practice.
- These teacher-led lessons are easy to use for face-to-face instruction and directly reflect the lessons students complete in the Student's Zone.
- The Student's Zone lessons can be used for independent work in the lab or at home.
Part A: Exploration

Integrate career pathways into your curriculum.

- Students are introduced to the concept of a career pathway, and explore career clusters, and the relationships between jobs in a career ladder.
- They then choose a possible career pathway for themselves.
Part B: Soft Skills
Teach your students essential workplace soft skills.
Soft skills include:

- Taking initiative
- Showing integrity
- Communicating verbally
- Working independently
- Using technology
- Using and improving systems
- Managing time
- Organizing information
- Respecting differences

... and many more!
Part A

Exploration
Career Pathways

Students are introduced to the concept of career pathways through a realistic scenario.
Career Clusters

Students explore career clusters and the types of jobs in a cluster.
Career ladders show possible career pathways.
Job Cards

Job cards provide information about more than 170 in-demand jobs. Each card features job duties, skills and abilities, and requirements.
Career Counselor Videos

Winston is meeting with the career counselor. They are talking about his background. Watch the video and think about these questions: What does a career counselor do? What things does Winston say about his background?

Engaging videos introduce students to career counseling, exposing them to relevant concepts and language.
Worksheets for Extra Classroom Practice

Module 1, Lesson 1
My Career Pathway

Vocabulary Worksheet

1. Circle the correct answers.
   - 1. You have to get a license to work as an electrician.
   - 2. George has to make a decision about which classes to take in college.
   - 3. Sandra is a hard worker and wants to open a business in the neighborhood.
   - 4. Julia has to support a family goal to she's looking for a job.
   - 5. It isn't always easy to achieve a goal that is important to you.

2. Solve the crossword puzzle.

ACROSS
5. Your career... is in your education and job.
7. I don't have any work... yet!
9. Jim is a carpenter's...

DOWN
1. I got my high school... diploma.
2. You can take courses at the college.
3. Kevin went to school to become an electrician.
4. Cleo got on-the-job... to learn the job.
5. Larry's long-term... is to be a builder.

Module 2, Lesson 3
My Career Pathway

- Work
- Education

Now that you know what a career pathway is and you have explored some clusters and occupations, you can start planning your career pathway. Think of your background, personality and skills, and work values. Then complete the plan. You don't have to use all the blanks.

Module 1, Portfolio Summary

Intermediate

L2 Worksheet

Look at the three portfolios you completed in the SZ of this module. Complete the summary.

My Background
- My Education
  Use the information from your portfolios in Lesson 2. Write the names of schools you went to and courses you are taking now.

Portfolio 1
- Personal
  Write about what you have done and the work you have done.

Portfolio 2
- School
  List the personal qualities and skills that you think are important to you.

Portfolio 3
- Future
  List the work values that are most important to you.
Part B
Soft Skills
**Part B: Soft Skills**

Successful careers are built on solid personal and interpersonal skills.

From the U.S. Department of Education’s Employability Skills Framework.
Realistic Workplace Scenarios

Each lesson presents and practices key soft skills via realistic workplace scenarios.
Teaching Points

Helpful teaching points present the focus of each lesson.

Respecting Individual Differences
At any job, coworkers have different ways of thinking and doing things. When they understand and respect these differences, they work well together.

Read the text. Then read each workplace situation. Drag the words to the correct places.

- special needs
- customs
- clothing
- family needs

1. Emilia needs to pick up her children from school every afternoon.
2. Sung Hi prefers to wear long dresses, long skirts, and long-sleeved shirts.
3. Nadia needs to take an evening break to eat during a month when she has a holiday.
4. Victor uses a wheelchair. He needs to work in a building with an elevator.

Respecting these and other differences at work is very important so work is a happier place for everyone.
Portfolio Activity

Lessons conclude with a Portfolio activity where students complete and save a personal portfolio.
Mobile Vocabulary Practice, Any Time, Anywhere!

Mobile Vocabulary Practice: Wordlists and activities – at school, at home or on the go.