

# Learning to Achieve Trainer Snippet

## *Workforce Preparation Strategies*

**Module:** Module #8 Workforce Preparation Strategies

### Participant Guide

- Pages 156-162
- Slides 17-29

### Overview:

**Incorporating One-Stop materials and services into ABE instruction to meet both educational and occupational goals.**

\*It is important to note that One-Stop Centers are One Stop *Systems* where the information is housed in one place, while services may be at a different location. **Example:** Havre One-Stop is located at our Job Service. However, Vocational Rehabilitation and Adult Basic Education are physically located other places, but their information is available at the Job Service.

### Activities:

**Note:** Activities are intentionally general so that they may be “tweaked” to fit the needs of any ABE classroom.

1. Have student / class access the Department of Labor Website
  - ✓ Give an assignment related to research on jobs or careers and have students present key information that they find
2. For students that struggle socially
  - ✓ Send in pairs to a One-Stop and have them register for core services together
  - ✓ Send in pairs to speak with the orientation facilitator to get a sense of the key concepts covered in an orientation
3. Arrange for a class “field trip” to a One-Stop Center to perform one of the following activities:
  - ✓ Write a resume / do an on-line resume
  - ✓ Mock interview

- ✓ Job Search (local / state / national)
- ✓ Job Applications (find / fill out)
- ✓ Career Research

## **Resources from Learning to Achieve:**

### **FOUR ACCOMMODATION RESOURCES**

- ➔ Job Accommodations Network (JAN)
- ➔ Disability Technical Assistance Center (DBTAC)
- ➔ The Learning Disabilities Association

<http://www.ldanatl.org/>

- ➔ RESNA Technical Assistance Project

<http://www.resna.org/>

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