

Preparing for Work: The EFF Work Readiness Course

Training for Instructors in Adult Education and Workforce Development

December 2-3, 2009

Preparing for Work, developed by Equipped for the Future (EFF) at the Center for Literacy Studies, University of Tennessee, is a skills-based course designed for implementation in organizations and workforce agencies involved in preparing clients and students for work. EFF defined four categories of skills that support effective performance in the workplace, home and community:

1. Communication Skills
2. Decision-Making Skills
3. Interpersonal Skills
4. Lifelong Learning Skills

The curriculum consists of six modules that integrate a variety of EFF skills and the Secretary's Commission on Achieving Necessary Skills (SCANS):

- Overview of the World of Work
- Work with Others with Integrity
- Solve Problems
- Allocate Resources
- Acquire and Use Information
- Use Systems

The interactive learning activities within the course, designed to model authentic, work related experiences and tasks, provide opportunities for learners to apply the skills being taught, with an added focus on how skills transfer from one situation or context to another as individuals advance along a career path.

EFF standards-based instruction is an approach to teaching and learning focused on broadly accepted expectations of what students should know and be able to do – the 16 EFF Content Standards below.



Key Features of the Curriculum

- ❖ **Skills based** – integrates academic skills with soft skills identified by industry as critical for entry level workers
- ❖ **Flexible** – can be integrated into a wide variety of existing classroom structures
- ❖ **Interactive** – activities are designed for students to practice communicating and working with others

Register online at:
http://www.cls.utk.edu/register/eff_event.asp

Each participant will receive a copy of the teacher's guide and a master copy of student materials on CD.

Registration Information

Location

Workforce Alliance
1951 N. Military Trail, Ste. D
West Palm Beach, FL

Visitor Information for West Palm Beach

<http://www.palmbeachfl.com/>

Register on-line at: http://www.cls.utk.edu/register/eff_event.asp

Registration deadline is November 1, 2009

Space is limited and registrations will be accepted on a first-come, first-served basis.

Schedule

December 2, 2009	:	Registration and Coffee	8:00am – 9:00am
		Training	9:00am – 5:00pm
December 3, 2009	:	Welcome and Coffee	8:00am – 9:00am
		Training	9:00am – 4:00pm

The fee for the training is \$695 per participant, and includes light breakfast and lunch both days, a bound instructor manual, and a “master copy” of the student materials on CD.

Please make checks payable to The University of Tennessee. Checks can be mailed to:

The Center for Literacy Studies
The University of Tennessee
Attn: Peggy Roberts
600 Henley Street, Suite 312
Knoxville, TN 37996

Light breakfast and lunch both days will be provided. All other meals, lodging, and travel costs are the responsibility of the participant. For more information on attractions in West Palm Beach see <http://www.palmbeachfl.com/visitors/attractions/attractions.aspx>

Travel

Palm Beach International Airport (PBI) serves the West Palm Beach area. Individuals will receive additional information on hotel and ground transportation upon registration.



For More Information Contact:

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