
T.O.O.L.S.* for Work

* Taking Our Own Learning Seriously

By Jane Curtis, MA

With Margaret Harris, Field Tester

Marin Literacy Program
September, 1999

T.O.O.L.S. FOR WORK

Participant's Binder

Table of Contents

Table of Contents	1
Session 1 Why are you here? Introductions	3
What You Need to Know About this Course	4
Course Goal.....	4
Ground Rules.....	4
Responsibilities.....	4
Blank calendars.....	xx
Session 2 What's Your Style: How People Learn	6
Feedback and Attitude	7
Session 3 Remembering What You Learn	8
We Learn & Remember.....	9
Session 4 Get There From Here: Set a Goal	10
<i>The Green Team</i> by Tana Reiff	11
Session 5 Get There From Here: Reach a Goal	00
Reaching a Goal Worksheet	00
Reaching a Goal Checklist	00
Session 6 What You Can Offer: Skills	14
Skills Worksheet.....	00
Industrial Age to Information Age (Graphs)	15
Session 7 What's Important to You: Values	16
What's the Attitude?	17
Values and Performance	18
Attitudes, Actions and Values	19
What Are the Consequences? (Chart)	20
Session 8 What Employers Want: SCANS	21
SCANS: The Skills Employers Want Most	22

	Foundation Skills	23
	Competencies	24
Session 9	The Culture of Work	25
	On the Job & At the Workplace (Chart)	27? - 29?
	SCANS and Me Checklist.....	30?
Session 10	Reading and Writing	28
	W-4 Form	29
	Sales Receipt	30
	Medicine Label	31
	Catalogue Order Form	32
	Hospital Diagram	33
Session 11	Getting By or Getting Ahead: Motivation	35
	Skill Improvement Worksheet.....	36
Session 12	Employment Goals	46
	My Employment Goal	47
	Action Plan (Worksheet).....	??
Session 13	Next Steps	50
	Obstacles and Actions (Chart).....	??