



Workshop 1: Introduction to Foundation Skills Framework

Foundation Skills Framework Resource Guide

Foundation Skills Framework Resources

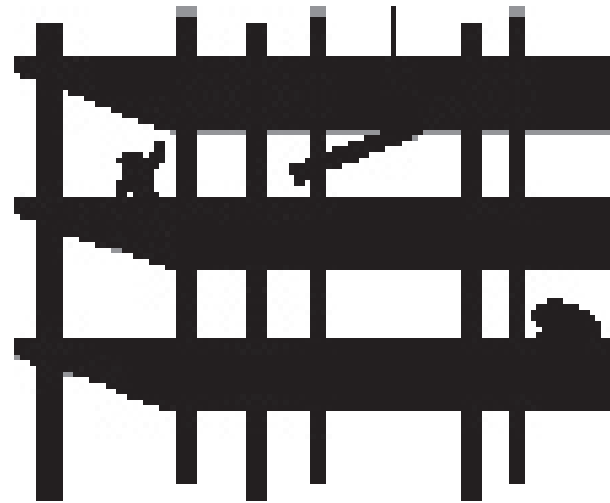


Foundation Skills Wheel
Self-Appraisal
Competency Lists

What is a framework?

A framework is...

1. flexible;
2. adaptable for programs and learners;
3. a tool for communicating;
4. a tool for planning;
5. a foundation; and
6. a systematic way to address foundation skills.



It is not...

1. a curriculum;
2. a lesson or lesson plans;
3. activities; and
4. a silver bullet.

The Foundations Skills Framework



Parts of the wheel

BASIC WORKPLACE SKILLS

traditional basic skills-like “reading, writing, math” and new ones-like “uses technology and resources”

BASIC WORKPLACE KNOWLEDGE

knowledge of the nature of work and workplace organizations

BASIC EMPLOYABILITY SKILLS

personal, interpersonal and cognitive skills needed to interact effectively in the workplace

LIFELONG LEARNING SKILLS

learning skills that help adults set and reach realistic learning and career goals

Skills - Competencies - Indicators

Demonstrates Self-Management Strategies

Skills and knowledge needed to understand how personal factors contribute to employability, and how to manage time and tasks effectively.

E 2.4 Manages stress

- Identifies factors that contribute to stress
- Uses strategies for managing stress
- Identifies and uses support systems to alleviate stress
- Talks openly about feelings, when appropriate
- Identifies personal patterns in reaction to stress
- Controls actions in stressful situations (e.g., manages anger)

Skills - Competencies - Indicators

Give some examples of skills, competencies, and indicators

Basic Workplace Skills

Basic Workplace Knowledge Skills

Basic Employability Skills

Lifelong Learning Skills

Why are these skills important?

How do these skills apply to work in general and to your jobs of interest?

Foundation Skills Self-Appraisal

Determines what skill areas need addressed

Further defines the skills by identifying competencies

Provides indicators to more fully explain competencies

Foundation Skills Self-Appraisal

Read the statements below and check the boxes that are most like you.	Almost never like me	Sometimes like me	Quite a bit like me	Not applicable
Basic Workplace Skills				
1. I understand what I read.				
2. When someone tells me how to do something, I understand and go do it.				
3. I can write clearly and others can understand it.				
4. I communicate clearly so that when I talk with co-workers, other students, friends and neighbors, I am understood.				
5. I can do math including fractions, decimals, and percentages.				
6. I pay attention to what is going on around me.				
7. I can use the computer with ease.				
8. I can use email and the internet.				
9. When I need something to do a job, I go find it.				
Basic Workplace Knowledge				
10. Safety is important to me at work, home or school.				
11. I understand how this company operates.				
12. I know who to go to if I have a problem.				
13. Quality is important to me.				
14. I understand what profit means.				
15. I understand the parts of a paycheck.				
16. I know the difference between products and services.				
17. I know how I help provide that product or service.				
Basic Employability Skills				
18. I have few conflicts with other people.				
19. I am on time for appointments and activities.				
20. I release stress in healthy ways.				
21. I work well in a team.				
22. I solve problems at work, home or school.				
23. I make decisions at work, home or school.				
Lifelong Learning Skills				
24. I enjoy learning something new every day.				
25. I learn as much as I can when I begin a new project.				
26. I have set educational or work goals for improvement.				
27. I have used skills at work or school that I learned in life.				
28. I have used my work skills outside my workplace.				
29. I am flexible when changes are required.				
30. I am willing to learn new skills to adapt to changes.				

Foundation Skills Self-Appraisal Directions

Read each statement on the following page and check the box that most closely describes your typical behavior.

Foundation Skills Self-Appraisal Directions

Review Responses

Review the appraisal according to the response chart to determine your workplace foundation skill areas of strength and weakness.

Basic Workplace Skills	Statements 1-9
Basic Workplace Knowledge	Statements 10-17
Basic Employability Skills	Statements 18-23
Lifelong Learning Skills	Statements 24-30