

A WEBLIOGRAPHY OF RESOURCES FOR INSTRUCTORS AND STUDENTS IN WORKPLACE LITERACY AND WORKFORCE DEVELOPMENT PROGRAMS

This resource has two primary purposes. First, this resource is designed to provide students with career exploration and preparation activities. Second, the resource provides students and instructors with references for determining the qualities needed to be competent in the current and future workforce.

The webliography will be used by ABLE instructors when working with adult students. They may want to obtain knowledge on workplace literacy competencies for students to practice. This information may assist in motivating learners if they have occupational interests in a particular career. In this respect, the instruction may become more authentic and contextual. It is also expected that students will use selected web resources as part of career exploration and preparation. Each citation consists of a brief description of the resource including the information available and the web address.

SITES FOR INSTRUCTOR USE

The following resources are helpful in teaching adults about the importance of learning in the workplace.

The Council for Adult and Experiential Education (CAEL) <http://www.cael.org/>

CAEL is an outstanding resource on adult learning particularly relating to the workplace and adults returning to college. It is a non-profit organization dedicated to providing better educational access for adults. Excellent information is available on lifelong learning. Information on how to teach adults is also included. The web-site connects info seekers to publications on adult education and teaching adults in the workplace, conferences and programs sponsored by CAEL and a variety of services available to viewers and members.

The National Alliance of Business (NAB) <http://www.nab.com/>

NAB is a leading professional organization dedicated to improving the quality of American business, particularly small businesses. NAB has extensive information related to workforce development, education and national business policy. NAB also hosts the National Workforce Assistance Collaborative which has extensive research and publications related to a wide assortment of workforce-related issues.

Workplace Education Links <http://www.ceameworkforce.com>

This is an alliance between education and employers to provide training in workforce education. Emphasis is on basic and skilled trades. Samples of on-line training modules are included.

Careernet <http://www.careernet.state.md.us/>

Careernet is a web-based career exploration and preparation resource. Numerous career clusters, such as health, arts, manufacturing, service, etc. can be researched. Industry profiles can assist in learning about the qualifications needed to enter a specific industry. Opportunities and future outlook for an industry are included. A major section is also devoted to career preparation and search activities.

Occupational Outlook Handbook <http://stats.bls.gov/ocohome.htm>

This web handbook is one of the most authoritative and comprehensive occupational outlook resources available. This is an excellent source for learning about the requirements of a specific occupation as well as the prospects for the future. Developed and managed by the Bureau of Labor Statistics.

National Association of Manufacturers (NAM) <http://www.nam.org/>

NAM is the professional/trade organization dedicated to manufacturing in the United States. NAM has a long history of advocacy for manufacturing policy and issues. The NAM web-site has current information on the needs and nature of manufacturing. The site features an excellent section called the Center for Workforce Success.

Adult Education Resources <http://www.adulted.about.com/>

This is an excellent resource for the adult literacy provider and instructor. Site features numerous links to adult education/literacy topics such as technology, instruction and teaching kits, GED, financial aid, student stories and many more.

The American Association for Adult and Continuing Education <http://www.aaace.org/>

This international association has 60 affiliates and represents all levels of education as well as training in military, government, business and communities. Publishes extensively including the journals Adult Learning and Adult Education Quarterly. Organization and web-site offer excellent links for life-long learning as well as an awards and a grants program.

SITES FOR STUDENT USE

The following resources can be used by students to learn about knowledge areas required to be successful in the workplace of today and the future. These competency areas are based on the SCANS and EFF frameworks. Two resources are provided for each of the major competency areas.

A. Interpersonal Skills.

Queendom.com (<http://www.queendom.com/>)

This source provides a wide assortment of interactive inventories related to personality, personal relationships, communications and careers. This is excellent preparation for employability. One example is a 33-item self-scoring survey on Locus of Control. Anyone interested in career planning should complete an inventory such as this one.

Eno.com: The e-learning company (<http://www.eno.com/>)

This resource is aimed at people seeking to improve performance and preparing to be a knowledge worker. Numerous e-learning courses on a wide assortment of interpersonal topics are available. Topics include dealing with conflict, interviewing and hiring skills, dealing with diversity and more.

B. Decision-making

(<http://www.anselm.edu/internet/ces/index.html>)

This resource uses a decision-making model related to career planning. It includes a number of personal inventories students can complete. The Personal Trait Inventory should be very helpful to students who wish to improve their decision-making.

DecisionWise (<http://www.decwise.com/>)

DecisionWise is a leadership intelligence organization. Their goal is to “help improve the decisions people make..” The site features assessment tools, best practices studies, decision labs and coaching/consulting tips.

C. Problem-Solving

Mind Tools (<http://www.mindtools.com>)

This web-site provides a wide assortment of time management information, tools and activities related to personal and work life. Site includes articles and on-line surveys/assessments related to time management issues such as planning, personal goal setting, prioritizing and others.

The Garden of Choice (<http://www.garden-of-choice.com/>)

The Garden-of-Choice is an interactive web-site designed to develop emotional intelligence and self-awareness enabling people to lead better lives in their families, communities and workplaces. The site features a free trial of the Innersense Game that provides insight to a wide assortment of life events.

D. Balancing Work and Family

Families and Work Institute (<http://www.familiesandwork.org/>)

This is a national organization that focuses on the importance of being competent at both work and home. The web-site features extensive information on issues related to balancing work and family roles and responsibilities. The institute conducts and publishes extensive research reports. It also includes information on the Fatherhood Project that is dedicated to examining the role of fathers in American society.

Work and Family Connection (<http://www.workfamily.com/>)

The Work and Family Connection is a world-wide clearinghouse for work-life professionals. It contains an extensive library of articles, reports, trends, best practices and news briefs related to work and family issues. The site includes links to related web-sites, tip of the month and more. Related web resources include health/safety, labor, eldercare and gender issues.