

Course Overview

Number of Units: 5 Units

Estimated time: 3 - 5 weeks or 9 - 15 hours

OALCF Levels: A1.2, A3, B1.1, B2.1, B3.1b, F

Suggested Milestones: 3 or 4, 14, 15, 28, 60

Course Description

This course explains the basic skills needed in every job. You will look at personal skills like time management and being responsible. You will practise reading, writing and listening to improve your communication skills. You will learn how to gather and manage the information that you need on the job. You will also explore ways to think through problems at work and decide upon solutions.

Summary of activities: Reading, Quizzes, Activities, Online Forums and Journals.

Unit 1: Personal Skills

Personal skills are important to your success on the job. In this unit you will look at the personal skills of having a positive attitude, being responsible, managing your time, learning all your life and working safely.

Unit 2: Communication

This unit is filled with great tips to help you brush up your communication skills. Readings and activities will guide you through the topics of sharing information and ideas, writing clearly, reading and understanding and listening and asking questions.

Unit 3: Manage Information

Information is a huge part of our lives at work. This unit provides tips for how to enhance your information management skills. You'll practice listening and note taking, learn about locating and organizing information and try making a checklist to deal with a list of tasks. You'll also try activities to practice your memory skills and to use numbers for measurement.

Unit 4: Thinking and Solving Problems

In this unit, you will learn how to identify problems, create solutions and measure outcomes. A problem-solving glossary gives methods to solve problems in several settings. You'll have opportunities to choose or create the best solution to a variety of workplace problems.

Unit 5: Working with Others

Working with others is part of almost every job and it can be the most challenging part! In Unit 5, you will learn tips for getting along with others on the job. You'll read about groups and how they work and you'll see examples of times when it's your role to lead or to follow or to share your skills. You'll get useful tips on handling differences, conflict, and feedback.