



November 2016 Administrators' Digest Vol. 7, No. 13



OTAN Fall 2016 Newsletter: Online Connection: Digital Literacy

Every year OTAN produces three issues of OTAN Online Connection, the OTAN newsletter, to print and mail to members, disseminate electronically, and distribute at conferences and workshops.

The latest addition is available in [PDF](#) format on the [Newsletter page](#) and features the following topics:

- Technology Use in Corrections
- OTAN Bootcamp Recap
- Digital Leadership Academy
- Digital Literacy for Adult Learners and Their Educations

The director, Joyce Hinkson, is taking over the space on the back page and starts a new tradition. Dr. Hinkson provides tech tips that [#AdultEDU](#) field may find useful. The “word on the street” is that some of the tips are new and fun even for some members of the OTAN staff.



Empowering Adults to Thrive at Work

A recent report from SRI Education and The Joyce Foundation, [Empowering Adults to Thrive at Work: Personal Success Skills for 21st Century Jobs](#), discusses how evidence-based research provides guidance for promoting personal success skills for adults who are striving to build sustainable 21st-century careers.

As research shows, there are millions of unemployed and underemployed individuals in the United States. Empowering Adults maintains that to build a sustainable career in the 21st-century workforce, no matter the job or occupation, adults need not only academic, technical, and professional knowledge but also a broad set of personal success skills. It is these skills that will enable workers to deal with the challenges, relationships, transitions, and social systems that make up working life. Among these capacities, as identified by the report, are basic job readiness, self-directed learning, self-management, personal responsibility, effective communication, career management, and everyday problem solving. Through a coordinated, multifaceted system of education, workforce development, and social services, strengthening the personal success skills of individuals can provide them with “powerful levers for succeeding in the working world.”

This report (1) offers knowledge about the importance of personal work skills based on the conviction that adults can develop them; (2) charts a path through the research and practical knowledge regarding these skills; and (3) provides actionable steps for research, policy, and practice. It stresses the importance of a “growth mindset” that understands human ability as malleable and changeable while acknowledging that learning can be “challenging – requiring strong effort, by the learner, effective learning strategies, and support from others.”

Empowering Adults describes a framework that integrates “two holistic conceptualizations” of skills that promote personal success: foundational components and applied competencies. The report concludes with recommendations to “address barriers to providing effective and affordable support for the development of the personal success skills necessary to build sustainable careers.”

Source: [OCTAE Connection, Issue 252](#) , September 22, 2016

Employability Skills Resource Toolkit

The National Adult Education Professional Development Consortium, Inc. recently acknowledged the work of the North Carolina (NC) Community College System for curriculum development that addresses the importance of teaching employability skills.

As part of the North Carolina Community College System's Code Green Super Curriculum Improvement Project (CIP), the committee identified eight employability competencies for integration across the curriculum: Interpersonal Skills and Teamwork; Communications; Integrity and Professionalism; Problem Solving and Decision Making; Initiative and Dependability; Information Processing; Adaptability and Lifelong Learning and Entrepreneurship.

In response to the Super CIP's work, NC-NET has developed a resource toolkit to support instructors as they seek to further enhance how their courses address the eight competencies. Each teaching resource module contains instructional materials including activities, student handouts, assessment rubrics, and an annotated copy of the presentation. An appendix at the back of the toolkit contains links to additional suggested resources for teaching employability skills.

To access the Employability Skills Resource Toolkit, go to <http://www.nc-net.info/employability.php> .

Source: [CDE AEO](#)

Financial Workshop Kits by the National Endowment for Financial Education

Financial Workshop Kits is a program of the [National Endowment for Financial Education® \(NEFE®\)](#) which provides financial education and practical information to people at all financial stages. NEFE believes that regardless of background or income level more financially informed individuals are better able to take control of their circumstances, improve their quality of life, and ensure a more stable future for themselves and their families.

Financial Workshop Kits is designed to help educators and others to effectively teach money management skills to those they serve in your community. Through this site, educators have access to workshops, tools, and other resources that can be used separately or together to empower people to make the best financial decisions for their values and unique circumstances.

WORKSHOPS:

Customizable workshop kits are organized by [topic area](#) and include PowerPoint presentations, scripts, handouts, and other resources you might find helpful. Additionally, we provide answers to frequently asked questions about how to effectively reach your specific audience.

NEFE TOOLS:

Financial Workshop Kits is your one-stop shop for gaining access to NEFE's numerous consumer- and practitioner-based programs and resources. We've compiled our most relevant sites and tools and listed them in one place. You can piece together content from various tools to create a customized learning experience for your audience.

ADDITIONAL RESOURCES:

Find links to helpful online financial education information and resources from several credible sources. These sites can help round out your educational offerings.

VIDEO RESOURCES FOR PRESENTERS

Financial Workshop Kits is designed to help you effectively teach money management skills to those you serve in your community. These videos will help you maximize your workshops about financial skills as a facilitator, teacher or community volunteer

Source: [COABE Virtual Conference 2016](#) , Helping you Help Others: Financial Workshop Kits by Mary “Jeannette” Schultz

Fostering Student Success through Mentoring



The National College Transition Network (NCTN) at World Education partnered with three Boston-area adult learning programs - [Asian-American Civic Association](#), [X-Cel Education](#) , and [Cambridge Community Learning Center](#) - and two community colleges: [Bunker Hill Community College](#) and [Roxbury Community College](#) .

This project provided mentoring services to 16 adult learners who were enrolled in college transition, high school equivalency, and ESOL classes in the three Boston-area adult learning programs. Mentoring was provided to these adults as they completed their final semester in the adult learning center, transition to college, completed their first semester and enrolled in the second semester. Mentors were adult learning center graduates/alumni, who had successfully transitioned to college, and completed at least one year of postsecondary education.

NCTN developed a [Mentoring Toolkit](#) , trained the mentors, and provided ongoing support to mentors and mentees along with working with the adult learning program staff. NCTN also used social networking and technology-based tools to engage and support the mentors and mentees.

This project increased persistence and success of adult high school equivalency, ESOL, and college transition learners in postsecondary education and training. This project piloted and refined a replicable, scalable system-wide model for peer mentoring of Boston-area adult learners. Through peer mentoring, the ACE project aimed to increase the resilience, college navigation skills, and persistence of adult learners as they transition to college.

Source: National College Transition Network, [Adult College Engagement Project](#)

Webinar Series - Building Integrated Education and Training (IET) Programs: Tested Strategies and New Endeavors

This series of webinars from World Education, Inc. highlights 9 programs that are developing new services or honing well-established programs that integrate education and training. Drawn from around the country, these programs provide a range of models that are responsive to their contexts. Presenters will describe their local context and program design, discuss the impact of the Workforce Innovation and Opportunities Act (WIOA) on program choices, and share what they see ahead.

Facilitated by: Ellen Hewett (National College Transition Network) and Andy Nash (New England Literacy Resource Center)

Webinar #1: Implementing IET in Rural Settings



Wednesday, November 9th, 2016

2:00PM - 3:30PM (EST)

Webinar #2: IET within ESL Programs

Thursday, December 1st, 2016

2:00PM - 3:30PM (EST)

Webinar 3: Contextualized Variations of I-BEST

Thursday, January 26th, 2017

2:00PM - 3:30PM (EST)

[Registration](#) is free.

Source: [National College Transition Network News](#) , October 31, 2016

Calendar

Find and register for training throughout California and conferences throughout the USA at the [California Adult Education and Professional Development Web site](#) .

Workshops

OTAN offers free online and face-to-face workshops to adult educators and staff throughout California. Find out more at <http://www.otan.us/training>

Online Workshops

[Online Curriculum Series, Part 1](#) 

November 15, 2016 –
12:00 PM to 1:00 PM

[Google Tools and Drive](#) 

December 08, 2016 –
2:00 PM to 3:30 PM

Face to Face Workshops

[Customizing "The Google!"](#) 

December 12, 2016 –
9:00 AM to 8:30 PM
San Leandro Adult School

TDLS Information

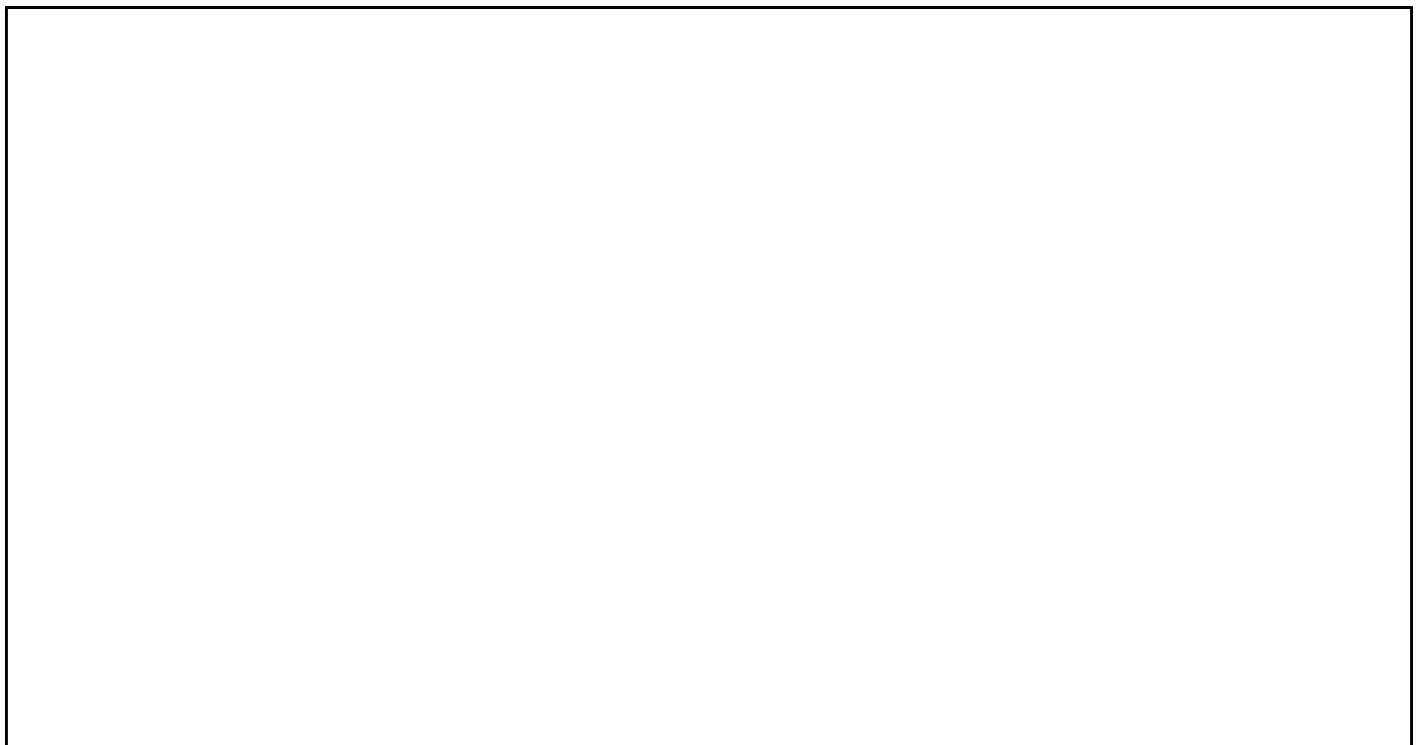




Image of the TDLS banner

March 10-11, 2017

North Orange County Community College District, Anaheim

[More information about the Symposium](#)

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