



The Workforce Development System Liaison (WDSL), Distance Literacy and Distance Education (DLDE), and Professional Learning Opportunities (ProLO) projects are excited to provide agencies with full-color PA Foundation Skills posters to hang in classrooms, meeting rooms, PA CareerLink® locations, and other spaces where adult learners are engaging with adult education services. Below are some ways different staff at your agency might use the information on the posters with adult learners and partners.



ADMINISTRATORS:

- Hang posters in meeting rooms where you might be talking with partners and/or employers about career pathways or Integrated Education and Training programs.
- Hang posters in locations where you provide adult basic education and literacy instruction.



ADULT EDUCATION INSTRUCTORS (TEACHERS, CLASSROOM AIDES, TUTORS):

- Hang posters in classrooms where learners can see them as they enter the classroom.
- Use the PA Foundation Skills in regular lesson-planning practices by identifying the skills the lesson/activity targets and intentionally teaching these skills.
- Discuss the PA Foundation Skills targeted in each lesson with learners and tie them into learners' lives outside of the classroom (e.g., emailing the teacher when students will miss class helps build the skills needed when sending emails to coworkers or other professionals).



STUDENT SUPPORT COORDINATORS (SSC):

- Emphasize adult education as more than just academics and test preparation during new student orientation by referencing all three areas of the poster.
- Display the poster in the SSC office or SSC meeting space to support career planning, career pathway mapping, and academic and/or career goal setting.
- Demonstrate on the poster how some of the skills might align with the student handbook.



DIGITAL LITERACY SPECIALISTS:

- Help instructors determine what Digital Literacy Skills they are already addressing when working with their students.
- Support instructors with integrating digital literacy into lesson plans for academic instruction.
- Support instructors with developing classroom routines to build students' digital literacy skills.



IN-HOUSE PROFESSIONAL DEVELOPMENT SPECIALISTS:

- Work with instructors to unpack the PA Foundation Skills by reading through the skills with which they may not be as familiar.
- Help instructors identify which skills they are already addressing, and some they may want to focus on and help them integrate those skills in regular instruction.

Please reach out to any of the leadership projects if you need additional support with the PA Foundation Skills. There is also a 4.5 hour on-demand **Introduction to Workforce Preparation Skills** course available in the PD Portal.