

Roles and Goals – Worker

Below are resources selected by experienced staff. These resources were selected for volunteers to use with learners either in a one-on-one tutoring relationship or in a class setting.

The books and series listed below provide lifelong learners with the tools they need to survive and thrive as students, workers, and world citizens. These helpful guides aid in learning work "survival skills" which can be utilized not only at work, but also in school, at home, and out in the community. Such life skills are important before and during employment.



WorkWise (series) by New Reader's Press
(request this supplemental curriculum from your Literacy Coordinator)

A consumable series where learners can strengthen their academic and soft skills through practice activities and worksheets. Ask your coordinator.

- *Math at Work*
- *Reading at Work*
- *Writing at Work*
- *Choosing a Job*
- *Getting a Job*
- *Starting a Job*



[Job Success by New Reader's Press](#)

650.1 J6245

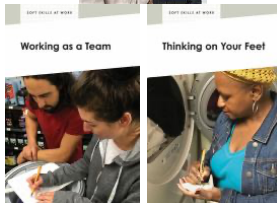
Job Success equips adult learners with the skills and knowledge to help them effectively transition from school to work, including tips on communication and professional behavior.



[Winning at Work Readiness \(series\)](#)

This simple series is designed to help learners stand out to employers by introducing essential 21st Century skills and ideas.

- *Innovating at School and Work* 155.3 C548
- *Becoming a Leader at School & on the Job* 658.31242 F8535
- *Problem Solving at School & Work* 658.314 G362
- *Effective Job Hunting & Career Preparedness* 658.339 H515
- *Win-Win Negotiating Every Day* 658 H2515



[Soft Skills at Work \(series\)](#)

Each photo-story book for ESL learners features contrasting scenarios—one demonstrating a lack of skill and one with the skill in action—to promote discussion of key workplace behaviors.

- *Getting to Work on Time* 428.6 S6815
- *Putting Customers First* 428.6 S6815-1



- *Standing Up for Yourself* 428.6 S6815-2
- *Taking the Extra Step* 428.6 S6815-3
- *Thinking on Your Feet* 428.6 S6815-4
- *Working as a Team* 428.6 S6815-5

[Career Essentials \(series\)](#)

This simple series is designed to help learners explore various fields by introducing specific terminology and ideas.

- *Spotlight on Health Care Aides* 428.6 C2715
- *Spotlight on Lab Assistants* 428.6 C2715-1
- *Spotlight on Massage Therapists* 428.6 C2715-2

[What Color Is Your Parachute? by Richard Nelson Bolles](#)

658.339 B6915

This guide demystifies the entire job-search process, from resumes to interviewing to networking, expertly guiding jobhunters toward their dream job.

[Careers: The Graphic Guide to Finding the Perfect Job for You by Sarah Pawlewski](#)

Covering more than four hundred jobs, *Careers* is organized in an easy-to-navigate, clear structure that helps guide readers. Check at-a-glance summary panels for chosen careers to learn about salary, working hours, training, and career paths. Cross-referenced job matrix tables offer another way to learn about all the options.