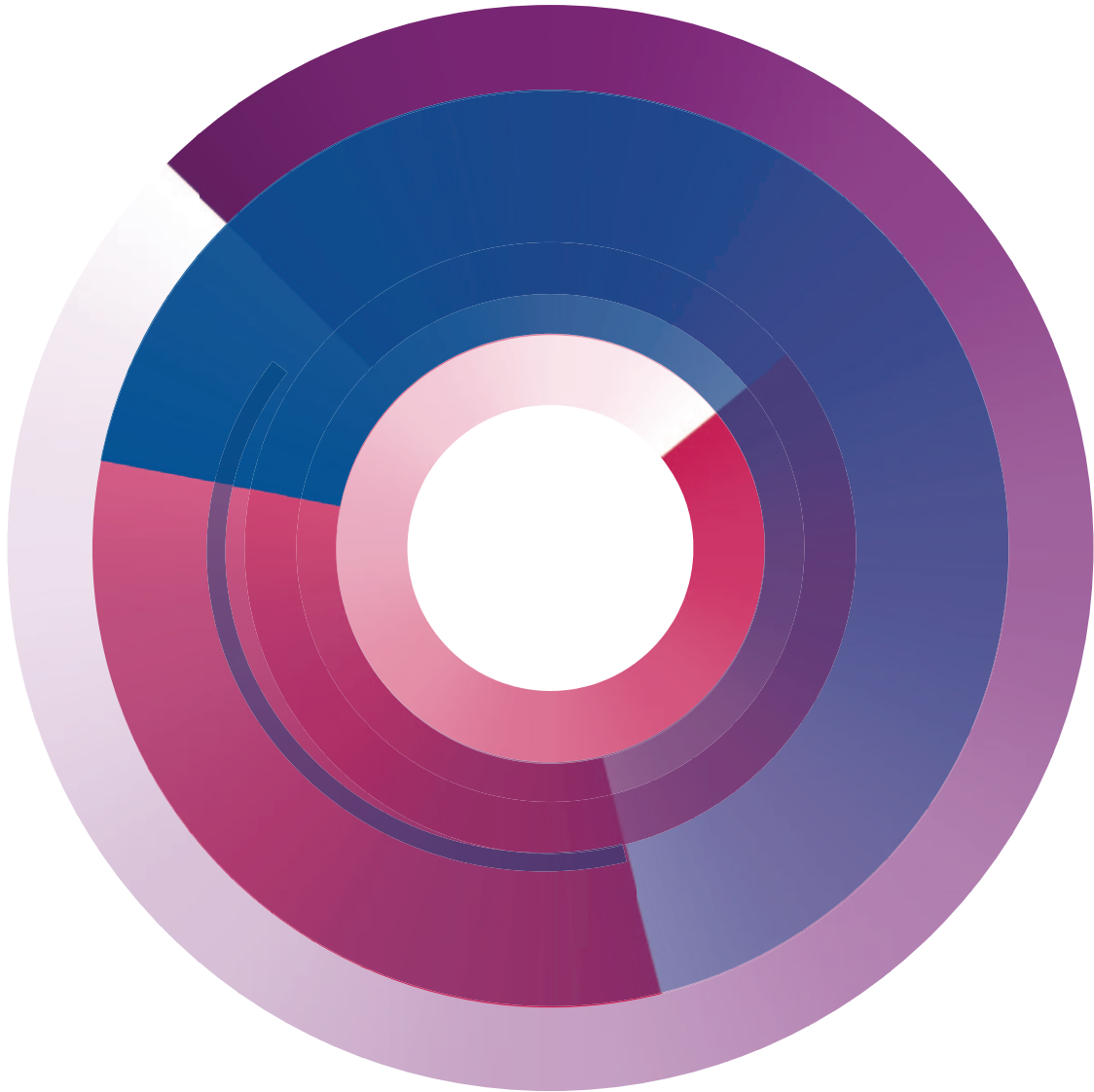


Adaptability

UNIT 2: PASSING THE PROBATIONARY PERIOD



Instructor Guide

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UNIT 2:

Passing the probationary period

Materials package

The materials package includes this guide, a PowerPoint presentation with notes for the instructor and a workbook.

Unit structure

The unit includes these sections:

- Adapting to pass the probationary period
- Self-evaluation
- Stories
- What's next
- Answer key

Adapting to pass the probationary period

The section includes examples of how the learners could adapt.

Self-evaluation

There are two self-evaluations:

- Self-evaluation 1 focuses on topics such as adapting to physical hard work, learning from mistakes, understanding instructions and remembering a lot of new information.
- Self-evaluation 2 focuses on topics such as changing habits and routine to focus on the job, adapting to the new workplace culture, asking the employer to accommodate needs and staying positive.

SCORING

The self-evaluations are scored in the following way:

- Not at all well: 1 point
- Not very well: 2 points
- Pretty well: 3 points
- Very well: 4 points
- Extremely well: 5 points

How to use the self-evaluations

The self-evaluations can be used as a baseline, follow-up and needs assessment. Each self-evaluation is scored separately.

BASELINE AND FOLLOW-UP ASSESSMENT

To measure gains, learners can take the self-evaluations as a baseline assessment at the beginning and repeat them as a follow-up assessment at the end of the unit.

NEEDS ASSESSMENT

To tailor the material to their needs, you can have learners take the self-evaluations as a needs assessment at the beginning of the unit. The learners' average scores for each self-evaluation can help determine which story they would benefit from.

Stories

There are two stories in this unit: Janet's story and Kim's story.

Janet's story focuses on adapting to physical hard work, learning from mistakes, understanding instructions and remembering a lot of new information.

Kim's story focuses on changing habits and routine to focus on the job, adapting to the new workplace culture, asking the employer to accommodate needs and staying positive.

Each story has these sections:

- What to adapt to? Identify areas
- What does adapting look like? Identify actions
- Why adapt? Identify the purpose
- How can you adapt effectively? Identify and practise strategies
- Apply what you've learned

The sections have tasks and reflection activities. They help learners share their previous experiences as well as practise and apply strategies.

The main focus of the activities is on adaptability. However, through some tasks, learners practise other skills for success, such as collaboration, communication, problem solving, reading (with document use) and writing (with document use).

HOW TO USE THE STORIES

Based on the average score of the self-evaluation (when used as a needs assessment), there can be:

- Two groups of learners working on Janet's and Kim's stories separately in one session
- All learners working on Janet's story only
- All learners working on Kim's story only

HOW TO DETERMINE THE LEARNER'S NEEDS

- If the learner's average score for Self-evaluation 1 is lower than three points, the learner would benefit from Janet's story.
- If the learner's average score for Self-evaluation 2 is lower than three points, the learner would benefit from Kim's story.
- If the learner's average scores for Self-evaluations 1 and 2 are lower than three points, they would benefit from Janet's story first. The learner can practise the activities in Kim's story in another session, independently or with their employment counsellor or coach.
- If the learner's average scores for Self-evaluations 1 and 2 are higher than three points, they would benefit from Kim's story. The learner can practise the activities in Janet's story in another session, independently or with their employment counsellor or coach.

What's next?

This section teaches learners what to expect at an employee performance review, which concludes their probationary period. Learners practise reading an employee performance evaluation and identifies strategies to continue to enhance their adaptability skills.

Answer key

This section includes answers for tasks that require specific answers as well as expected or possible answers for some tasks.