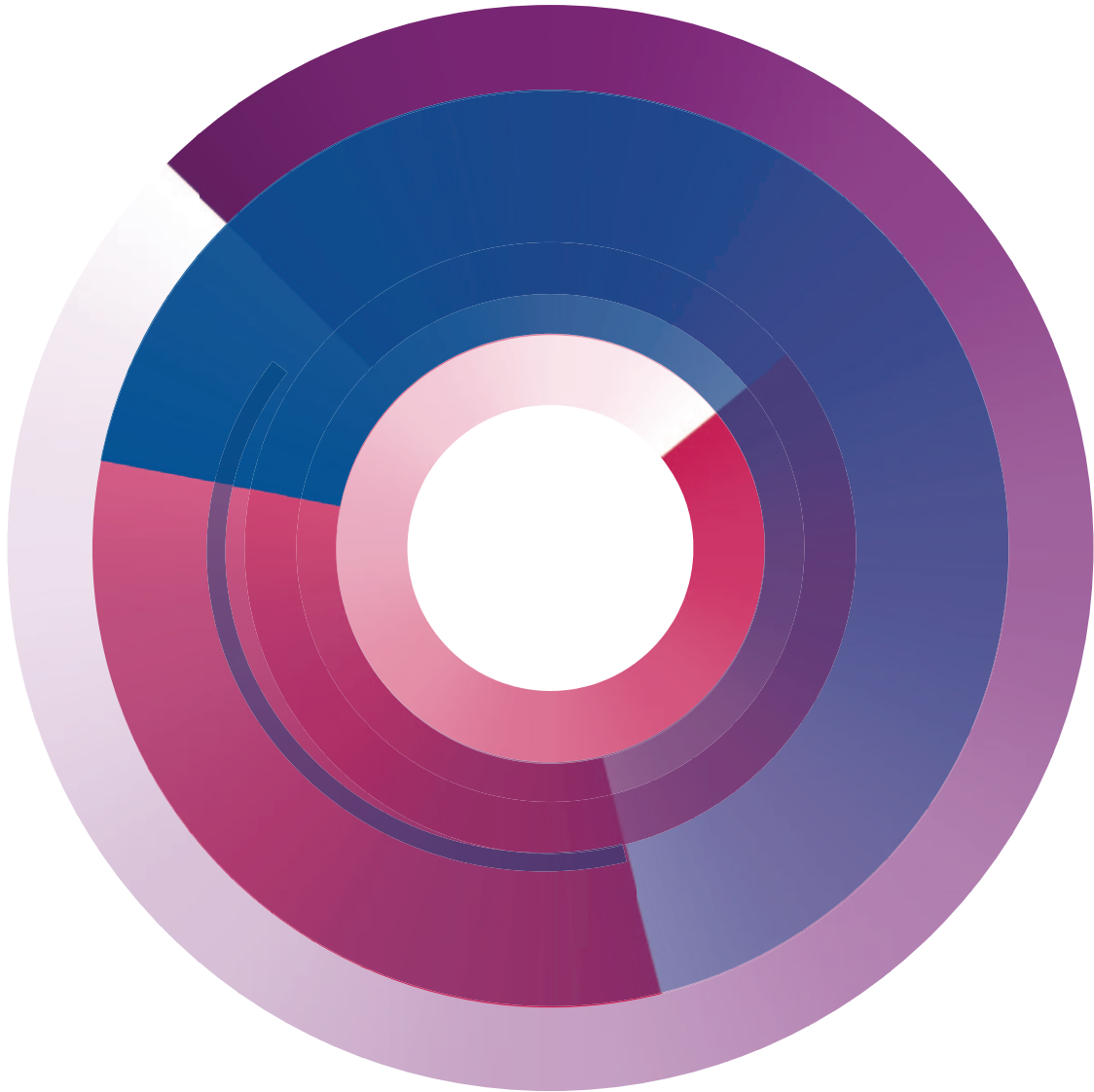


Adaptability

UNIT 3: THRIVING AT WORK



Instructor Guide

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Project Partners

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UNIT 3:

Thriving at work

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 thrive at work
- Self-evaluation
- Jaspreet's story
- What's next
- Answer key

Adapting to thrive at work

The section includes examples of how learners could adapt.

Self-evaluation

The self-evaluation focuses on topics such as planning for your career, talking about goals, finding ways to pay for training and adjusting your schedule to include healthy habits.

SCORING

The self-evaluation is 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-evaluation

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

Jaspreet's story

The story focuses on topics such as planning for your career, talking about goals, finding ways to pay for training and adjusting your schedule to include healthy habits.

It 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), writing (with document use) and numeracy.

What's next?

This section teaches learners how to talk about what they have achieved at work.

Answer key

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