

# Workplace Essential Skills

## WVIZ/PBS Broadcast Schedule: M-F 5:30-6 a.m.

Guidance, Language Arts, Math for grades 10-12 and adult 25 30-minute programs  
Designed for adults who are looking for a job or want to improve their skills in order to get or keep a better job, **Workplace Essential Skills** helps show high school students and unemployed or underemployed adults what to expect from the job application process, what skills and attributes employers look for, and how those skills are put to work in real on-the-job situations. Reading level grades 6-8. This series airs **Monday through Friday at 5:30am** on WVIZ/PBS ideastream. Produced by KET, Kentucky Educational Television. Rights thru January 1, 2012.

<http://http://www.ket.org/enterprise/work/workplace.htm> (program descriptions, purchase information)  
<http://www.pbs.org/literacy> (free materials for students and teachers)

1. Planning to Work 10/17/08, 11/21/08
2. Matching Skills and Jobs 10/20/08, 11/24/08
3. Applying for Jobs 10/21/08, 11/25/08
4. Resumes, Tests, and Choices 10/22/08, 11/26/08
5. Interviewing 10/23/08, 11/27/08
6. Ready for Work 10/24/08, 11/28/08
7. Workplace Safety 10/27/08, 12/1/08
8. Learning at Work 10/28/08, 12/2/08
9. The Language of Work 10/29/08, 12/3/08
10. Communicating with Co-Workers and Supervisors 10/30/08, 12/4/08
11. Working Together 10/31/08, 12/5/08
12. Communicating with Customers 9/29/08, 11/3/08, 12/8/08
13. A Process for Writing 9/30/08, 11/4/08, 12/9/08
14. Supplying Information: Directions, Forms, and Charts 10/1/08, 11/5/08, 12/10/08
15. Writing Memos and Letters 10/2/08, 11/6/08, 12/11/08
16. Reading for a Purpose 10/3/08, 11/7/08, 12/12/08
17. Finding What You Need: Forms and Charts 10/6/08, 11/10/08, 12/15/08
18. Following Directions 10/7/08, 11/11/08, 12/16/08
19. Reading Reports and Manuals 10/8/08, 11/12/08, 12/17/08
20. Number Sense 10/9/08, 11/13/08, 12/18/08
21. Solving Problems 10/10/08, 11/14/08, 12/19/08
22. Fractions, Decimals, and Percents 10/13/08, 11/17/08, 12/22/08
23. Measurements and Formulas 10/14/08, 11/18/08, 12/23/08
24. Trends and Predictions: Graphs and Data 10/15/08, 11/19/08, 12/24/08
25. Orientation 10/16/08, 11/20/08, 12/25/08

