

TOWES

Skills For Working, Learning and Living (SWLL)

Skills for Working, Learning and Living (SWLL) is a series of personal development activities for adult learners. Activities are designed to improve the basic workplace and life skills that are important for learning and labour market success.

Skills for Working, Learning and Living (SWLL) features:

- **Personal Management** (Self Development • Risk Management)
Topics include ethics, accountability, growth, safety procedures, emergency response, identifying risk, etc.
- **Managing Transitions** (Lifelong Learning • Adapting to Change • Career Development)
Topics include self-directed learning, learning opportunities, managing change, getting support, life/work exploration and career building, etc.
- **Working with Others** (Interpersonal Communication • Building Community • Teamwork)
Topics include group dynamics, building relationships, courtesy, respect, team expectations, taking leadership, participating in a team, etc.
- **Thinking Skills** (Problem Solving / Decision Making • Finding Information • Creative Thinking)
Topics include problem identification, making decisions, evaluating results, accessing and using information, developing ideas, etc.

SWLL includes 47 learning modules that may be completed as a comprehensive course, or integrated into existing programs (approximately 40-60 hours of materials). Learner modules and the instructor guide are available on CD-ROM.

Audience

SWLL is best suited for adults entering into formal training or the workforce for the first time. The materials are designed for learners who may be facing several barriers to success in school, work or life.

SWLL is available through Authorized TOWES Distributors

For more information, or to find a distributor near you, visit www.towes.com

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