

# Workplace Essential Skills

**Thursdays at 12:00pm on WPBS-TV**

Watch this series to improve your opportunities at work. Learn basic skills to meet on-the-job challenges, like demanding customers, difficult supervisors, and negativity among your co-workers.

| <b>Date</b>         | <b>Episode Number</b> | <b>Episode</b>                                      |
|---------------------|-----------------------|---|
| <b>September 27</b> | 13.                   | A Process for Writing                               |
| <b>October 4</b>    | 14.                   | Supplying Information: Directions, Forms and Charts |
| <b>11</b>           | 15.                   | Writing Memos and Letters                           |
| <b>18</b>           | 16.                   | Reading for a Purpose                               |
| <b>25</b>           | 17.                   | Finding What You Need: Forms and Charts             |
| <b>November 1</b>   | 18.                   | Following Directions                                |
| <b>8</b>            | 19.                   | Reading Reports and manuals                         |
| <b>15</b>           | 20.                   | Number Sense  |
| <b>22</b>           | 21.                   | Solving Problems                                    |
| <b>29</b>           | 22.                   | Fractions, Decimals, and Percents                   |
| <b>December 6</b>   | 23.                   | Measurements and Formulas                           |
| <b>13</b>           | 24.                   | Trends and Predictions: Graphs and Data             |
| <b>20</b>           | 25.                   | Orientation   |
| <b>27</b>           | 1.                    | Planning to Work                                    |
| <b>January 3</b>    | 2.                    | Matching Skills and Jobs                            |
| <b>10</b>           | 3.                    | Applying for Jobs                                   |
| <b>17</b>           | 4.                    | Resumes, Tests and Choices                          |
| <b>24</b>           | 5.                    | Interviewing  |
| <b>31</b>           | 6.                    | Ready for Work                                      |
| <b>February 7</b>   | 7.                    | Workplace Safety                                    |
| <b>14</b>           | 8.                    | Learning at Work                                    |
| <b>21</b>           | 9.                    | The Language of Work                                |

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|----------------|-----|---|
| <b>28</b>      | 10. | Communicating with Coworkers and Supervisors        |
| <b>March 6</b> | 11. | Working Together                                    |
| <b>13</b>      | 12. | Communicating with Customers                        |
| <b>20</b>      | 13. | A Process for Writing                               |
| <b>27</b>      | 14. | Supplying Information: Directions, Forms and Charts |
| <b>April 3</b> | 15. | Writing Memos and Letters                           |
| <b>10</b>      | 16. | Reading for a Purpose                               |
| <b>17</b>      | 17. | Finding What You Need: Forms and Charts             |
| <b>24</b>      | 18. | Following Directions                                |
| <b>May 1</b>   | 19. | Reading Reports and manuals                         |
| <b>8</b>       | 20. | Number Sense  |
| <b>15</b>      | 21. | Solving Problems                                    |
| <b>22</b>      | 22. | Fractions, Decimals, and Percents                   |
| <b>29</b>      | 23. | Measurements and Formulas                           |
| <b>June 5</b>  | 24. | Trends and Predictions: Graphs and Data             |
| <b>12</b>      | 25. | Orientation   |
| <b>19</b>      | 1.  | Planning to Work                                    |
| <b>25</b>      | 2.  | Matching Skills and Jobs                            |

Visit <http://www.ket.org/enterprise/> for more information on this series.