

Program Name:
 Name of the IET:
 Credentials:
 Date Submitted:

Single Set of Learning Objectives Template Instructions and Sample

| Step 1 | | Step 2 | | Step 3 |
|---|--|--|--|--|
| Occupational Skills Training | | Adult Education | | |
| Training Objectives | Content Knowledge Needed | Contextualized Literacy Skills Objectives and Applicable Standards * All skill areas may not be addressed. | | Aligned Workforce Preparation Skills/Competencies |
| <p>In this column programs should:</p> <ul style="list-style-type: none"> List the training objectives for each component of the training that comprises the IET, numbering each objective separately. Coordinate with the training provider to obtain the training objectives. These objectives should be based upon the training provider's curricula and should be sequenced to align to the actual training. | <p>In this column programs should:</p> <ul style="list-style-type: none"> Identify and list the relevant literacy and occupational skills and competencies students need proficiency in for the training. | <p>In this column programs should:</p> <ul style="list-style-type: none"> Provide the contextualized objectives that will guide the adult education instruction to ensure students have needed literacy skills to be successful in the training. <ul style="list-style-type: none"> For each objective provided, the applicable standard(s) that align with the Georgia Curriculum Framework should be listed. The standards for each relevant student population (ABE, ESL, IELCE) participating in the training should be included. All adult education objectives must be fully aligned to the training objectives. Match each contextualized literacy objective to the appropriate training objective(s) by including/listing the training objective number. <p>NOTE: All contextualized instruction should be supported by lesson plans that include the appropriate CCRS and ELPS standards. Lesson plans should be maintained locally, but made available for review as requested.</p> | | <p>In this column program should:</p> <ul style="list-style-type: none"> List the specific workforce preparation skills with a descriptor of how each skill relates to the training career/industry. All soft skills competencies should be in the context of the career cluster or pathway of the training. |
| <p>WEEK ONE</p> | | | | |

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| Training Objectives | | Content Knowledge Needed | Contextualized Literacy Skills Objectives and Applicable Standards * All skill areas may not be addressed. | Aligned Workforce Preparation Skills/Competencies |
| WEEK ONE | 1. Student will identify the primary components of a forklift. | <ul style="list-style-type: none"> • Safety Terminology • Safety Protocols • Safety Equipment • Safe Operating Guidelines • Balance • Signs and symbols • Basic driving and maneuvering skills • Simple Machines • Driving proficiency • Awareness of the various types of forklift power • Basic forklift controls • Purpose of operations • Limitations of the forklift • Vehicle stability • Maintenance • Proper parking procedures • Attendance and Punctuality | <p>Reading</p> <p>OBJECTIVE: Student will identify and compare information on Forklift-related graphics as it relates to Training Objectives #1, 4, 5 & 6 and be able to enter that information in workplace graphics. (example: flowcharts and diagrams) CURRICULUM FRAMEWORK INDICATOR(S): (RI.4.2)</p> <hr/> <p>OBJECTIVE: Student will use information from workplace graphics to identify, describe, and list components, hazards, and tasks as it relates to Training Objectives #1, 2, 3, 4 & 7. CURRICULUM FRAMEWORK INDICATOR(S): (RST.6-8.7,9-10.7) (RI.4.7,5.7)</p> <hr/> <p>OBJECTIVE: Student will read information on managing yourself as it relates to Training Objective #9 & 10 to determine and explain the importance of being responsible and respectful in the workplace. CURRICULUM FRAMEWORK INDICATOR(S): (RI.4.2)(RI/RL.6.2,9-10.2) (RST.6-8.2)</p> | <p>Objective: Students will demonstrate competency in the selected soft skills as they relate to the role of forklift driver as described in O*Net Job description 53-7051.00: Industrial Truck & Tractor Operator.</p> <p>Personal Characteristics Students will be able to explain the importance of dependability, time management, attention to detail, initiative, and follow-through to ensure that the workforce team functions properly. X Dependability X Attention to detail X Time Management X Attendance & Punctuality</p> <p>Students will be able to use their understanding of working cooperatively with other to complete work assignments and achieve mutual goals. X Cooperation</p> <p>Students will demonstrate the ability to follow complex, multi-step verbal instructions accurately and in a timely manner. X Active Listening X Verbal Communication X Attention to Detail/ Accuracy</p> |
| | 2. Student will list hazards associated with forklifts. | | | |
| | 3. Student will be able to describe the tasks included in a pre-operation check. | | | |
| | 4. Student will identify and understand the load capacities and control lever functions. | | | |
| | 5. Student will demonstrate proper handling, stacking, loading and unloading methods. | | | |
| | 6. Student will state the specific safety precautions for operating LP (liquid propane), battery, gasoline and diesel powered lift trucks. | | | |
| | 7. Student will understand the importance of practicing good housekeeping in the use of a lift truck. | | | |
| | 8. Student will operate a lift truck safely while negotiating a driving course. | | | |
| | 9. Student will be able to explain importance of being responsible and respectful in the workplace. | | | |
| | 10. Student will be able to demonstrate excellent customer service skills. | | | |