

Kentucky Adult Education Standards (KYAE) Crosswalk to WIN Learning's Soft Skills Curriculum Online Content

KYAE Education Standards	WIN Learning's Soft Skills Modules and Learning Objectives																			
	Conveying Professionalism					Communicating Effectively					Promoting Teamwork and Collaboration					Thinking Critically and Solving Problems				
	OB1	OB2	OB3	OB4	OB5	OB1	OB2	OB3	OB4	OB5	OB1	OB2	OB3	OB4	OB5	OB1	OB2	OB3	OB4	OB5
E.1 Effectively Contribute to a team through cooperation, leadership, and giving and accepting critical feedback to work toward a common goal.																				
E.2 Utilize workplace tools and technologies to communicate effectively (e.g., memos/emails, basic computer programs, phone systems).																				
E.3 Model compliance of workplace policies and procedures.																				
E.4 Utilize and support workplace organizational structures (e.g., company departments, corporate goals, chain of command).																				
E.5 Use resources responsibly.																				
E.6 Identify and effectively use skills and materials needed for a particular task.																				
E.7 Accurately analyze information and respond appropriately.																				
E.8 Interact with others in a professional manner.																				
E.9 Analyze self-performance to better understand strengths and areas for improvement.																				
E.10 Seek out opportunities for advancement and improvement of personal skills and abilities.																				