

# Introduction

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The *Workplace Readiness Skills Implementation Guide* has been developed to provide adult education teachers assistance with implementing the Workplace Readiness Skills Course.

*This guide includes:*

- Frequently asked questions.....and the answers
- Sample workplace certificate and worker certification card
- Suggestions for integrating workplace skills into the ABE/GED classroom
- Sample learning activities
- Assessments
- Student buy-in and recognition
- Annotated web-site listings
- Curriculum resource information