



## Online Resources for Virtual Engagement

There are a host of online resources for adult learning covering workforce skills. We attempted to highlight just a few sources that allow customers to learn remotely either using an online portal or through print materials. This document organizes it based on Career Exploration and Planning, Work Readiness Skills and High School Equivalency/Adult Basic Education.

We recommend staff select one or two resources to use per topic so they can become familiar with the materials. There are a few websites, like [GCFLearnFree](https://www.gcfglobal.org/), that provides a comprehensive resource covering all three “buckets.” For more detailed descriptions, please see pages 2 and 3.

### Quick Guide:

WORK READINESS		
Topic	Organization	Website
Work Readiness	GCFLearnFree	<a href="https://edu.gcfglobal.org/en/topics/workplaceskills/">https://edu.gcfglobal.org/en/topics/workplaceskills/</a>
Essential Skills/Soft Skills	MiTalent Connect	<a href="https://www.mitalent.org/elearning-soft-skills-program">https://www.mitalent.org/elearning-soft-skills-program</a>
Essential Skills/Soft Skills	CROWDED Learning	<a href="#">A list of online resources focused on Essential Skills</a>
Digital Literacy	Google Applied Digital Literacy	<a href="https://applieddigitalskills.withgoogle.com/en/digital-training">https://applieddigitalskills.withgoogle.com/en/digital-training</a>
Digital Literacy	Northstar	<a href="https://www.digitalliteracyassessment.org/external-resources">https://www.digitalliteracyassessment.org/external-resources</a>
Digital Literacy Assessment	Northstar	<a href="https://www.digitalliteracyassessment.org/">https://www.digitalliteracyassessment.org/</a>
CAREER EXPLORATION AND PLANNING		
Topic	Organization	Website
Career Planning	GCFLearnFree	<a href="https://edu.gcfglobal.org/en/topics/careerplanning/">https://edu.gcfglobal.org/en/topics/careerplanning/</a>
Career Exploration	My Next Move	<a href="https://www.mynextmove.org/">https://www.mynextmove.org/</a>
Career Exploration	My Skills, My Future	<a href="https://www.myskillsmyfuture.org/">https://www.myskillsmyfuture.org/</a>
Job Search – Practice Online Application	Stratford Library, Connecticut	<a href="http://www.stratford.lib.ct.us/job/practiceapplication.html">http://www.stratford.lib.ct.us/job/practiceapplication.html</a>
Job Search	GCFLearnFree	<a href="https://edu.gcfglobal.org/en/topics/jobsearch/">https://edu.gcfglobal.org/en/topics/jobsearch/</a>
Resume Writing	Quantic MBA	<a href="https://quantic.mba/">https://quantic.mba/</a>
HIGH SCHOOL EQUIVALENCY OR ADULT BASIC EDUCATION		
Topic	Organization	Website
Adult Basic Education	Reading Works Detroit	<a href="https://www.readingworksdetroit.org/download/digital-literacy-daniel-yowell-p-u-l-s-e-2019/">https://www.readingworksdetroit.org/download/digital-literacy-daniel-yowell-p-u-l-s-e-2019/</a>
Reading, Math, Writing	CROWDED Learning	<a href="https://www.crowdedlearning.org/explore/skill-directory">https://www.crowdedlearning.org/explore/skill-directory</a>



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## Work Readiness Skills

**Workplace Skills, GCFLearnFree:** <https://edu.gcfglobal.org/en/topics/workplaceskills/>

Lessons cover communication skills, workplace basics, job success, and business communication. Students will learn “what’s expected of you as a new employee, how to complete paperwork, what you need to know about benefits and time off, and more.” Each module ends in a quiz at the end to test knowledge.

**eLearning Soft Skills Program - MiTalentConnect:** <https://www.mitalent.org/elearning-soft-skills-program>

14 eLearning modules on Lifelong Soft Skills provide a soft skills training resource for the Michigan workforce for basic and foundational skills for the workplace.

**Google Applied Digital Literacy Skills:** <https://applieddigitalskills.withgoogle.com/en/digital-training>

Free digital skills training through free video lessons. Students can also obtain a [G Suite Certification](#) once complete with the training.

**Northstar Resources for Digital Skills:** <https://www.digitalliteracyassessment.org/external-resources>

Covers essential computer skills, essential software skills (like Word), and how to use technology in daily life. Students can also test their Digital Literacy knowledge through Northstar’s [free assessment tool](#).

**CROWDED Learning:** <https://www.crowdedlearning.org/explore/skill-directory>

Provides free listings of free resources on a variety of areas, including: *Workplace Competencies* like [Essential Skills](#) and [Career Pathways](#) and *21<sup>st</sup> Century Competencies* like [Digital Literacy](#) and [Financial Literacy](#).

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## Career Exploration and Career Planning

**Career Planning, GCFLearnFree:** <https://edu.gcfglobal.org/en/topics/careerplanning/>

A series of lesson modules that include job search and networking, career planning and salary, beginning a new career, and careers without college. Each module ends with a quiz to test knowledge.

**Applying for Jobs, GCFLearnFree:** <https://edu.gcfglobal.org/en/topics/applying-for-jobs/>

A series of lesson modules that includes cover letters, interviewing skills, resume writing and job applications. Each module ends with a quiz to test knowledge. Includes sample resumes of a variety of professions and additional resume resources.

**ONet Online, My Next Move:** <https://www.mynextmove.org/>

Whether you know what career you want or you’re not sure where to start, this website will recommend positions and tell you more about them with occupational overviews.

Also in Spanish: <https://www.miproximopaso.org/>



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**Free practice online application:** <http://www.stratford.lib.ct.us/job/practiceapplication.html>

Customers can practice applying online to a fake job portal, allowing them to have information at the ready when they apply in “real life.”

**Career One Stop:** <https://www.careeronestop.org/Toolkit/toolkit.aspx>

Set up to be a virtual One Stop Career Center, with resources for career exploration, training and jobs from the Department of Labor.

**My Skills, My Future:** <https://www.myskillsmyfuture.org/>

Enter in a previous job and My Skills, My Future will find careers with a similar skills. It also shows a comparison including wage differences, the transferable skills in common and what training or education you might need to pursue the new occupation.

**Quantic MBA: Open Courses - Get Hired: Showcasing Yourself:** <https://quantic.mba/>

Free, registration based online training. Modules include: First impressions, Resume Writing, (includes Word template), Cover Letter, Online presence.

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## High School Equivalency and Adult Basic Education:

**Reading Works Detroit:**

Compiled list of online websites for learning, geared towards adult learners:  
<https://www.readingworksdetroit.org/download/digital-literacy-daniel-yowell-p-u-l-s-e-2019/>

**CROWDED Learning:** <https://www.crowdedlearning.org/>

Provides free listings of free resources on a variety of areas, including: [Reading](#), [Math](#) and [Language/Writing](#).