



Crossroads Café and Equipped for the Future



Video Correlation Correlation by Ronna Spacone

Equipped for the Future Generative Skills

Generative Skills are durable over time, in the face of changes in technology, work processes, and societal demands. Generative Skills are transferable across the adult roles of worker, family member, citizen, community member, and worker, and are necessary to perform the Common Activities.

These are not individual skills, but integrated skill processes that adults use at varying levels of complexity to accomplish the four purposes for adult learning. Every one of the Common Activities -- and most of the role-specific activities upon which they are based -- require adults to draw from all four categories of Generative Skills for successful performance.

Communication Skills

These five skills enable adult to communicate ideas, information, and opinions to diverse audiences. Communication skills are essential to achieve the EFF purposes of Access and Voice.

- Read Critically
- Convey Ideas in Writing
- Speak So Others Can Understand
- Listen Actively
- View Critically

Decision-Making Skills

These five skills hold the keys to making decisions, solving problems, forming action plans, and evaluating results. Decision-making skills are essential to achieve the EFF purposes of Access, Voice, Action, and Bridge to the Future.

- Plan
- Research
- Solve Problems
- Use Math Concepts and Techniques
- Use Technology

Interpersonal Skills

These three skills enable adults to work with others. Interpersonal skills are essential to achieve the EFF purposes of Action and Bridge to the Future.

- Cooperate With Others
- Advocate and Influence
- Resolve Conflict and Negotiate

Lifelong Learning Skills

These two generative skills enable adults to keep learning in order to keep up with change. Lifelong learning skills are essential to accomplish the purposes of Action and Bridge to the Future.

- Reflect and Evaluate
- Learn in New Ways

Equipped for the Future Common Activities

These are activities that adults need to perform in order to be effective in their roles as workers, parents/family members, and citizens/community members.

Gather, Analyze and Use Information

Find and analyze information from diverse sources. Use it to form opinions, make decisions, and take action.

Manage Resources

Find, manage, share and allocate time, money and material resources. Use resources in a way that supports your own needs, goals, and priorities and those of the family, organization, or community.

Work Within the Big Picture

Recognize and monitor the social, economic, political and organizational systems of which you are a part. Work with their structures, rules, expectations, practices and cultures in setting a course of action.

Work Together

Work with family members, neighbors or coworkers to get things done.

Provide Leadership

Inspire, influence, direct and motivate others. Take responsibility for results.

Guide and Support Others

Help others succeed by setting an example, providing training, or giving other kinds of assistance.

Seek Guidance and Support from Others

Seek out the support you need from others.

Develop and Express Sense of Self

Examine, clarify and express your values, beliefs, culture and history. Use your understanding of self to guide your actions.

Respect Others and Value Diversity

Respect and appreciate the values, beliefs, cultures, and history of others. Use this appreciation to counteract prejudice and stereotypes.

Exercise Rights and Responsibilities

Act and advocate on behalf of yourself and others based on a knowledge of your rights and responsibilities and those of others.

Create and Pursue a Vision and Goals

Establish a vision and goals. Use your vision and goals to identify, plan, and prioritize tasks and activities.

Keep Pace with Change

Look ahead to challenges and prepare for them by learning new skills, adapting current skills to new challenges, and learning from your own and others' experiences.



CROSSROADS CAFE Episode 1: Opening Day

Common Activity:

Gather, analyze and use information

Worker Role Specific Activity:

Organize, plan, and prioritize work

Generative Skill Categories:

Communication, Interpersonal, and Decision-Making

Common Activity:

Work Together

Worker Role Specific Activity:

Communicate with others inside and outside organization

Generative Skill Categories:

Communication, Interpersonal, and Decision-Making



CROSSROADS CAFE Episode 2: Growing Pains

Common Activity:

Develop and Express Sense of Self

Family Role Specific Activity:

Promote values, ethics, and cultural heritage

Make and pursue plans for self-improvement

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning

Common Activity:

Work Within the Big Picture

Worker Role Specific Activity:

Work within organizational norms

Use organizational goals, performance, and structure to guide work activities

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning



CROSSROADS CAFE Episode 3: Worlds Apart

Common Activity:

Create and Pursue a Vision and Goals

Worker Role Specific Activity:

Plan, renew, and pursue personal and career goals

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning

Common Activity:

Develop and Express Sense of Self

Community Role Specific Activity:

Communicate so that others understand

Generative Skill Categories:

Communication and Lifelong Learning



CROSSROADS CAFE Episode 4: Who's The Boss?

Common Activity:

Keep Pace With Change

Worker Role Specific:

Learn new skills

Generative Skill Areas:

Communication, Decision-Making, and Lifelong Learning

Common Activity:

Guide and Support Others

Community Role Specific Activity:

Help self and others

Generative Skill Areas:

Communication and Interpersonal



CROSSROADS CAFE Episode 5: Lost and Found:

Common Activity:

Guide and Support Others

Family Role Specific Activity:

Foster informal education of children

Generative Skill Areas:

Communication and Interpersonal

Common Activity:

Exercise Rights and Responsibilities

Community Role Specific Activity:

Recognize and understand human, legal, and civic rights and responsibilities

Family Role Specific Activity:

Support children's formal education

Generative Skill Categories:

Communication, Interpersonal, and Decision-Making



CROSSROADS CAFE Episode 6: Time is Money

Common Activity:

Work Together

Work Specific Activity:

Communicate with others inside and outside the organization

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning

Common Activity:

Manage Resources

Work Specific Activity:

Organize, plan and prioritize work
Generative Skill Categories:
Communication and Decision-Making



CROSSROADS CAFE Episode 7: Fish Out of Water

Common Activity:
Work Within The Big Picture
Work Specific Activity:
Work within organizational norms
Generative Skill Categories:
Communication, Interpersonal, Decision-Making, and Lifelong Learning

Common Activity:
Develop and Express Sense of Self
Community Role Specific Activity:
Strengthen and express sense of self that reflects your history, values, beliefs, and roles
Generative Skill Categories:
Communication, Interpersonal, Decision-Making, and Lifelong Learning



CROSSROADS CAFE Episode 8: Family Matters

Common Activity:
Guide and Support Others
Community Role Specific Activity:
Help self and others
Generative Skill Categories:
Communication and Interpersonal

Common Activity:
Manage resources
Family Specific Activity:
Balance priorities to meet multiple needs
Generative Skill Categories:
Communication and Decision-Making Skills



CROSSROADS CAFE Episode 9: Rush to Judgment

Common Activity:
Respect Others and Value Diversity
Community/Citizen Role Specific Activity:
Respect others and work to eliminate discrimination and prejudice
Generative Skill categories:
Communication, Interpersonal, Decision-Making, and Lifelong Learning

Common Activity:
Work Within The Big Picture

Citizen/Community Role Specific Activity:

Figure out how the system that affects an issue works

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning



CROSSROADS CAFE Episode 10: Let the Buyer Beware

Common Activity:

Work Within the Big Picture

Citizen/Community Role Specific Activity:

Identify how to have an impact and recognize that you can make a difference

Generative Skill Categories:

Communication, Interpersonal, Decision-Making

Common Activity:

Work Together

Work Role Specific Activity:

Communicate with others inside and outside the organization

Generative Skill Categories:

Communication, Interpersonal, Decision-Making



CROSSROADS CAFE Episode 11: No Vacancy

Common Activity:

Exercise Rights and Responsibilities

Citizen/Community Role Specific Activity:

Recognize and understand human, legal, and civic rights and responsibilities

Influence decision-makers and hold them accountable

Generative Skill Categories:

Communication, Interpersonal, Decision-Making

Common Activity:

Respect Others and Value Diversity

Citizen/Community Role Specific Activity:

Respect others and work to eliminate discrimination and prejudice

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning



CROSSROADS CAFE Episode 12: Turning Points

Common Activity:

Guide and Support Others

Family Specific Role Activity:

Guide and mentor other family members

Generative Skill Categories:

Communication, Interpersonal, and Decision-Making

Common Activity:

Provide Leadership

Citizen/Community Role Specific:

Provide leadership in your community

Get involved in the community and get others involved

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning



CROSSROADS CAFE Episode 13: Trading Places

Common Activity:

Develop and Express Sense of Self

Citizen/Community Role Specific Activity:

Reflect on and reevaluate your opinions and ideas

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning

Common Activity:

Keeping Pace With Change

Work Role Specific Activity:

Respond to and meet new work challenges

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning



CROSSROADS CAFE Episode 14: Life Goes On

Common Activity:

Work Together

Citizen/Community Role Specific Activity:

Participate in group processes and decision-making

Generative Skill Categories:

Communication, Interpersonal, and Decision-Making

Common Activity:

Guide and Support Others

Work Role Specific Activity:

Take responsibility for assuring work quality, safety, and results

Generative Skill Categories:

Communication, Interpersonal, and Decision-Making



CROSSROADS CAFE Episode 15: Breaking Away

Common Activity:

Respect Others and Value Diversity

Family Role Specific Activity:

Promote values, ethics, and cultural heritage

Generative Skill Categories:

Communication, Interpersonal, Decision-Making, and Lifelong Learning

Common Activity:

Work Together

Family Role Specific Activity:

- Form and maintain supportive family relationships
- Encourage open communication among the generations

Generative Skill Categories:

- Communication, Interpersonal, Decision-Making, and Lifelong Learning



CROSSROADS CAFE Episode 16: The Bottom Line

Common Activity:

- Work Within the Big Picture

Work Role Specific Activity:

- Guide individual and organizational priorities based on industry trends, labor laws/contracts, and competitive practices

Generative Skill Categories:

- Communication, Interpersonal, Decision-Making, and Lifelong Learning

Common Activity:

- Manage Resources

Work Role Specific Activity:

- Organize, plan, and prioritize work

Generative Skill Categories:

- Communication and Decision-Making



CROSSROADS CAFE Episode 17: United We Stand

Common Activity:

- Exercise Rights and Responsibilities

Citizen/Community Role Specific Activity:

- Recognize and understand human, legal, and civic rights and responsibilities
- Influence decision-makers and hold them responsible

Generative Skill Categories:

- Communication, Interpersonal, and Decision-Making

Common Activity:

- Work Together

Citizen/Community Role Specific Activity:

- Manage and Resolve Conflict

Generative Skill Categories:

- Communication, Interpersonal, and Decision-Making



CROSSROADS CAFE Episode 18: Opportunity Knocks

Common Activity:

- Exercise Rights and Responsibilities

Work Role Specific Activity:

- Balance one's own needs with those of the organization

Generative Skill Category:

- Decision-Making

Common Activity:

Create and Pursue Vision and Goals

Work Role Specific Activity:

Plan, renew, and pursue personal and career goals

Generative Skill Categories:

Communication and Decision-Making



CROSSROADS CAFE Episode 19: The Peoples' Choice

Common Activity:

Work Within the Big Picture

Citizen/Community Role Specific Activity:

Figure out how the system that affects an issue works

Identify how to have an impact and recognize that you can make a difference

Generative Skill Categories

Communication, Interpersonal, Decision-Making, and Lifelong Learning

Common Activity:

Exercise Rights and Responsibilities

Citizen/Community Role Specific Activity:

Recognize and understand human, legal, and civic rights and responsibilities

Influence decision-makers and hold them responsible

Generative Skill Categories:

Communication, Interpersonal, and Decision-Making



CROSSROADS CAFE Episode 20: Outside Looking In

Common Activity:

Respect Others and Value Diversity

Citizen/Community Role Specific Activity:

Respect others and work to eliminate discrimination and prejudice

Generative Skill Categories:

Communication and Interpersonal Skills

Common Activity:

Develop and Express a Sense of Self

Citizen/Community Role Specific Activity:

Reflect on and reevaluate our opinions and ideas

Generative Skill Categories:

Communication and Lifelong Learning



CROSSROADS CAFE Episode 21: Walls and Bridges

Common Activity:

Work Within the Big Picture

Community/Citizen Role:

Identify how to have an impact and recognize that you can make a difference

Generative Skills categories:

Communication, Interpersonal, and Decision-Making

Common Activity:

Guide and Support Others

Citizen/Community Role Specific Activity:

Educate Others

Generative Skill Categories:

Communication, Interpersonal, and Decision-Making



CROSSROADS CAFE Episode 22: Helping Hands

Common Activity:

Guide and Support Others

Work Role Specific Activity:

Give assistance, motivation and direction

Generative Skill Categories:

Communication, Interpersonal, Decision-Making and Lifelong Learning

Common Activity:

Seek Guidance and Support from Others

Role Specific Activity:

Seek and receive assistance, support, motivation, and direction

Generative Skill Categories:

Communication, Interpersonal, Decision-Making and Lifelong Learning



CROSSROADS CAFE Episode 23: The Gift

Common Activity:

Work Together

Family Role Specific Activity:

Encourage open communication among the generations

Worker Role Specific Activity:

Communicate with others inside and outside the organization

Generative Skill Categories:

Communication, Interpersonal, Decision-Making and Lifelong Learning

Common Activity:

Work Within the Big Picture

Family Role Specific Activity:

Give and Receive support from outside the immediate family



CROSSROADS CAFE Episode 24: All's Well That Ends Well

Common Activity:

Manage Resources

Community/citizen Role Specific Activity:

Identify, monitor, and anticipate needs and resources

Generative Skill Categories

Communication and Decision-Making

Common Activity:

Work Together

Family Role Specific Activity:

Form and Maintain supportive family relationships

Generative Skill Categories

Communication and Interpersonal



CROSSROADS CAFE Episode 25: Comings and Goings

Common Activity:

Create and Pursue a Vision and Goals

Work Role Specific Activity:

Plan, renew, and pursue personal and career goals

Generative Skill Categories:

Communication, Interpersonal, Decision-Making and Lifelong Learning

Common Activity:

Develop and Express a Sense of Self

Citizen/Community Role Specific Activity:

Reflect on and Reevaluate your opinions and ideas

Generative Skill Categories:

Communication, Decision-Making, Interpersonal, and Lifelong Learning



CROSSROADS CAFE Episode 26: Winds of Change

Common Activity:

Create and Pursue a Vision and Goals

Work Specific Role Activities:

Plan, renew, and pursue personal and career goals

Organize, plan and prioritize work

Generative skill Categories:

Communication, Decision-Making and Lifelong Learning

Common Activity:

Keep Pace With Change

Family Role Specific Activities:

Make and pursue plans for self-improvement

Generative Skill Categories:

Decision-Making and Lifelong learning

For more information about **Equipped For the Future:**

www.nifl.gov/lincs/collections/eff/eff.html