



Non-language Skill

Skill for Success: Adaptability

Task: Responding to a meeting schedule change notice.

Language for Success (LFS)	
Level	CLB Stage I (CLB 4)
Demonstrating Skill (from LFS Framework)	Read a brief notice to learn the new date and time for an upcoming meeting; respond by expressing willingness to change your schedule.
CLB Skills and Competencies	<p>Reading:</p> <ul style="list-style-type: none"> Interacting with Others <p>Writing:</p> <ul style="list-style-type: none"> Interacting with others <p>Communication:</p> <ul style="list-style-type: none"> Interacting with others
Estimated Time	Approximately 1.5 hours. Depending on learners, the content could be broken up into different sections to be used for multiple lessons.

Knowledge and Context	
Grammar and Language Focus	<p>When responding to a work meeting schedule change notice, it is crucial for to utilize proper grammar and language to express their willingness to adapt. Here are three key points to keep in mind:</p> <ol style="list-style-type: none"> Expressing willingness and understanding: <ul style="list-style-type: none"> It is important for me to express my willingness to adjust my schedule to accommodate the change in the work meeting. I understand the significance of being adaptable and am fully prepared to make the necessary adjustments. I am committed to being flexible and accommodating in order to ensure the success of the work meeting. Confirming understanding of the new date and time: <ul style="list-style-type: none"> To ensure clarity, may I confirm the new date and time for the work meeting? Just to clarify, the new schedule for the work meeting is [date] at [time], correct? I want to ensure that I have accurate information regarding the rescheduled work meeting.





Non-language Skill

	<p>3. Requesting more information about the upcoming work meeting:</p> <ul style="list-style-type: none"> - Could you please provide additional details about the agenda or any specific changes that will be discussed during the work meeting? - Can you let me know if there are any materials or documents that I should review prior to the work meeting? - Is there anything else I should be aware of in preparation for the upcoming work meeting? <p>By employing these strategies, Deaf learners can effectively convey their willingness to adapt and participate in the rescheduled work meeting, while seeking further information or clarification as needed.</p>
Workplace Culture	In addition to discussing adaptability in responding to a meeting schedule change notice, it is important to prepare lessons that include information about fostering a workplace culture that promotes inclusion and accessibility for Deaf employees.
Equity, Diversity, and Inclusion	To ensure inclusivity, it is crucial to incorporate a diverse range of individuals in all learning materials and images. This includes individuals who are Deaf, 2SLGBTQ+, Indigenous, Francophone, from different cultures, as well as those with disabilities or who are neurodivergent.

Learning Activities and Tasks

Warm Up	<p>Before delving into the learning activities and tasks, it is beneficial for learners to engage in a warm-up exercise that encourages self-reflection on personal adaptability. Consider the following prompts. Select one or more of the following prompts that best suit your learners' needs and prior experiences:</p> <ol style="list-style-type: none"> 1. Think of a situation where you had to adapt to a change in your schedule or plans. How did you handle it? What strategies did you employ to adjust your schedule and accommodate the change? Reflect on the outcome of your adaptability. 2. Consider the benefits of being adaptable in a work setting. How can adaptability positively impact your professional growth and success? Reflect on specific examples or scenarios where adaptability played a significant role. 3. Identify any challenges or barriers you have encountered when trying to be adaptable. What factors make it difficult for you to adjust to changes? Reflect on how you can overcome these challenges and enhance your adaptability skills.
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Non-language Skill

	<p>By engaging in this warm-up activity, learners can gain a deeper understanding of their own adaptability and set the stage for further learning and development in responding to meeting schedule change notices.</p>
Skill-building Activities	<p>To strengthen the skill of responding to a meeting schedule change notice, learners can engage in the following activities. Select one or more of the following activities that best suit your learners' needs and prior experiences:</p> <ol style="list-style-type: none"> 1. Role-play Activity: <p>Pair up with a Deaf classmate and take turns simulating a meeting schedule change notice. One person can play the role of the sender, while the other plays the role of the recipient. Practice reading the notice, expressing willingness to adapt, confirming understanding of the new date and time, and requesting any additional information needed. Provide feedback and suggestions to each other to improve communication skills.</p> 2. Written Response Exercise: <p>Learners write a response to a meeting schedule change notice provide; Focus on using proper grammar and language to express their willingness to adjust their schedule; Confirm the new date and time, and ask any necessary questions for clarification. Review and revise their response, paying attention to clarity and coherence.</p> 3. Group Discussion: <p>Learners have to engage in a group discussion about the importance of adaptability in the workplace; to share personal experiences of adapting to schedule changes and discuss strategies for effectively responding to meeting schedule change notices. Consider the impact of adaptability on teamwork, productivity, and professional growth.</p> 4. Real-life Scenario Analysis: <p>Learners have to analyze real-life scenarios where meeting schedule change notices were mishandled or where adaptability was successfully demonstrated. Discuss the consequences of ineffective responses and the benefits of adaptability in different work environments. Brainstorm strategies and solutions for effectively responding to meeting schedule change notices in various situations.</p> <p>By actively participating in these skill-building activities, learners can enhance their ability to respond to meeting schedule change notices with clarity, professionalism, and adaptability. These activities provide opportunities for practice, reflection, and collaboration, enabling learners to develop and refine their communication skills in a supportive learning environment.</p>





Non-language Skill

<p>Skill-using Tasks</p>	<p>To further apply and demonstrate the skill of responding to a meeting schedule change notice, select one or more of the following activities to use with learners depending on needs and abilities.</p> <p>1. Email response: Imagine that learners have received a meeting schedule change notice via email. learners have to write a response to the sender, expressing their willingness to adjust their schedule and confirming their understanding of the new date and time and also ask for any additional information or materials that they need to prepare for the meeting. Focus on using clear and concise language to convey their message effectively.</p> <p>2. Video response: Learners have to record a video response to a meeting schedule change notice. Start by expressing their willingness to adjust their schedule and their understanding of the importance of adaptability. Clearly state the new date and time for the meeting and confirm that they have accurate information. They have to ask any necessary questions or request additional details about the agenda or preparations for the meeting. Pay attention to their body language, facial expressions, and clarity of signing in the video.</p> <p>3. Group discussion and feedback: In a small group, learners have to discuss and provide feedback on each other's written email responses and video responses. Share insights, suggestions, and constructive feedback to help each other improve communication skills and enhance the effectiveness of the responses. Discuss any challenges or areas for improvement that were identified during the tasks and brainstorm strategies to overcome them.</p> <p>By engaging in these skill-using tasks, learners can further develop their ability to respond to meeting schedule change notices in various communication formats. These tasks provide opportunities to apply the strategies discussed earlier, practice active watching, and receive feedback from peers, fostering continuous learning and growth in adaptability skills.</p>
<p>Assessment Tasks</p>	<p>To assess learners' ability to respond to a meeting schedule change notice, one or more of the following tasks can be assigned:</p> <p>1. Role-play Assessment: In pairs, simulate a role-play scenario where one person plays the role of the sender and the other plays the role of the recipient. The sender provides a verbal meeting schedule change notice, and the recipient</p>





Non-language Skill

	<p>responds by expressing their willingness to adapt, confirming their understanding of the new date and time, and requesting any necessary details or materials. Assess the learners' communication skills, clarity of speech/signing, and ability to effectively convey their message.</p> <p>2. Written Response Assessment: Provide learners with a meeting schedule change notice and ask them to write a response. Assess their written communication skills, including grammar, language use, and clarity of the message. Evaluate their ability to express willingness to adjust their schedule, confirm understanding of the new date and time, and request additional information if needed.</p> <p>3. Video Response Assessment: Ask learners to record a video response to a meeting schedule change notice. Assess their ability to express willingness to adapt, confirm understanding of the new date and time, and ask any necessary questions or request additional details. Evaluate their use of body language, facial expressions, and clarity of signing in the video.</p> <p>By assessing learners' performance in these tasks, their proficiency in responding to meeting schedule change notices can be evaluated. Pay attention to their ability to effectively convey their message, use proper grammar and language, demonstrate understanding of the new date and time, and ask relevant questions or request additional information. Provide feedback and recommendations for improvement to support their ongoing development of communication skills.</p>
<p>Reflection</p>	<p>Here are a few reflection questions for learners:</p> <ol style="list-style-type: none"> 1. How has your understanding of adaptability evolved throughout this learning experience? 2. What specific strategies or techniques have you learned that have helped you become more adaptable? 3. Can you provide examples of situations where you have successfully applied adaptability skills? 4. How has being open-minded and flexible benefited you in both personal and academic settings? 5. Have you encountered any challenges or barriers in developing adaptability? How have you overcome them? <p>These reflective questions can help learners assess their progress, identify areas for improvement, and gain a deeper understanding of how adaptability impacts their learning and future success.</p>





Non-language Skill

Resources	
Outings and Guest Speakers	Invite a guest speaker who is a Deaf professional to share their experiences and insights on adapting to schedule changes in the workplace. This interactive session will provide valuable real-world perspectives and allow learners to ask questions and engage in a meaningful discussion.
Extension Activities	<ol style="list-style-type: none"> 1. Workplace Simulation: Create a simulated workplace scenario where learners must adapt to multiple meeting schedule changes within a short period of time. This activity will challenge learners to demonstrate their adaptability and time management skills while maintaining effective communication with team members and supervisors. 2. Research Project: Assign a research project where learners investigate and present on workplace accommodations and accessibility practices for Deaf employees in different industries. They can explore case studies, interview professionals, and analyze best practices to promote inclusion and support for Deaf employees. <p>By engaging in these extension activities, learners can further develop their adaptability skills, expand their knowledge of workplace accessibility, and enhance their overall understanding of the importance of inclusive communication practices. These activities provide opportunities for deeper learning, self-reflection, and collaboration, empowering learners to thrive in diverse work environments.</p>
Realia	<ol style="list-style-type: none"> 1. Use actual meeting schedule change notices that have been used in real workplaces as examples for analysis and discussion. 2. Provide real-life workplace documents, such as emails or memos, to practice responding to meeting schedule changes. <p>These activities can help create a more authentic and engaging learning experience for Deaf learners, allowing them to apply their skills in a realistic context.</p>
Websites, Videos, and Other Resources	<p>There are various resources available online that provide learners with additional opportunities to practice and strengthen their adaptability skills, reading comprehension, writing, and communication in a professional setting.</p> <ul style="list-style-type: none"> • Skills for success: adaptability • Adapting to Canadian work culture as a newcomer • Adapting to the Canadian workplace culture

