

Workforce Ready = 21st Century Skills

LET'S MAKE OUR STUDENTS



WORKFORCE READY!

- Knowledge
- Skills
- Attitudes

Materials provided by:

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A Guide for Educators



Doug Silverman
LI Chapter President

*It takes
an Island
to
Prepare
a
Workforce!*



Dear Educators

As the needs of the business community continue to evolve, so must the model for education to provide students a competitive edge in tomorrow's work force.

The Society of Human Resource Management – Long Island (SHRM-LI) realizes the importance and the growing impact of workforce readiness in all facets of business, industry, community and education. Workforce Readiness was developed to build a strategic alliance between business and education by developing partnerships that are focused on people entering the work force while retaining our talent here on Long Island. SHRM-LI is partnering with public schools, vocational and technical colleges, adult education opportunities, remedial employee training, and continuing professional development to provide the necessary skills and education to those entering the workforce.

In this publication you will learn more about:

- The goals of Workforce Readiness
- How can we prepare our future workforce to be workforce ready.
- Workforce Readiness scenarios
- Information on LI Works Coalition advisory board, partnerships and contacts

As a business connects with students while still in school, that business becomes more influential in the future of the workforce. I would like to take this opportunity to commend you for taking an interest in the development of our future leaders. Together SHRM-LI and all LI educators and parents can make a difference.

Please feel free to contact me or any of the Board Members at www.SHRMLI.org for any questions on Workforce Readiness or any questions on how to start or advance your professional career.

We hope you will be eager to partner with SHRM in its endeavor to make all Long Island students workforce ready. If you have questions or requests about this partnership, please go to the Workforce Readiness website, www.SHRMLI.org, for appropriate contact information. Our partnership includes but not limited to:

- Speaking in classrooms about workforce readiness
- Joining business/education advisory boards
- Participating in career and employment fairs
- Answering questions about careers on Long Island.

Sincerely,

Douglas Silverman

President, SHRM-LI

Presenters:

- **Chris Mercer, Branch Manager, Randstad Work Solutions**
- **Barbara Cohen Farber, Executive Director, Lloyd Staffing**
- **Stacey Bailey, Human Resources Administrator, Alcott Group**
- **Susan Gubing, Industry/Education Consultant, Career Smarts**

A Call to Action for Educators



WHAT IS WORKFORCE READINESS?

A workforce ready graduate possesses the *21st Century Skills* needed for the global world. These skills include:

A strong academic foundation for all students - K-16

Our graduates need to develop a solid foundation in all of the academic (English, math, science, history) and the career and technical education courses (business, technology family consumer science and trades).

Core + CTE = Success

Our graduates should be computer literate. All students should be able to use software tools such as word processing, spreadsheets, presentation media, database, desktop publishing, email communications, and web research.

Our graduates need to possess financial, economic and business literacy.

Our graduates should possess a self-awareness of their interests, aptitudes, personality traits and skills in order to make wise career decisions.

Pre-Employment Knowledge and Tools

The global competitive world will be ten times more challenging in finding and obtaining employment on a constant recurring basis.

Our graduates will change jobs within a career cluster several times. To do so, they will need a “knapsack” of pre-employment tools to make these changes.

Pre-employment Knowledge:

Trend follower and corporate researcher

Application tools – online job applications, cover letters, resumes, telephone and video tools.

Persuasion skills for job interviews, professional appearance, demonstrations of knowledge and skills.

21st Century Skills

Our graduates need to possess entrepreneurial skills to enhance workplace productivity and career options.

- Critical thinking
- Problem-solving
- Use of resources and technology
- Multi-tasking
- Communications
- Presentation
- Interpersonal
- Teamwork and collaboration
- Global awareness and sensitivity to cultural differences.

WHY SHOULD THE EDUCATOR EMBRACE WORKFORCE READINESS?

Embracing these concepts in your teaching and assessment techniques will enable your students to:

- Master the challenging K-16 curriculum.
- Be prepared for both career and college as both of these entities need the same skills and knowledge.
- Be prepared to make wise career decisions in a timely fashion.
- Enter the global market place equipped with the competitive tools they will need.

HOW DOES AN EDUCATOR MAKE AN IMPACT ON WORKFORCE READINESS?

- Real World Applications. Begin each daily lesson by linking the skills to the application in the employment world. For example, “*Today we are reading and discussing supply and demand and how it affects the global economy. We will be using your critical thinking skills to develop applications for the business world as an economist would do.*”



- Student Mastery of knowledge. Starting today leave no student behind if they have not mastered the subject matter with a 90%+ accuracy. Allow the student to perform numerous remedial exercises with the opportunity to re-take the assessment exercise until mastery has been achieved.

Make the Connections.....**HOW CAN SHRM HELP?**

The Society of Human Resource Management (SHRM www.shrmli.org) has nationally embraced this workforce readiness initiative. Human resource professionals are eager to help the educator and school district in the following ways:

Building a Strong Academic Foundation

- Assist with the applications of classroom curriculum to real world situations.
- Provide instructional materials.
- Assist in educating and motivating your students as to the changes in the global workforce.
- Provide leadership at your school district's business advisory board.
- Guest speak in classrooms or at PTA
- Conduct field trips at their worksites.

Teaching Pre-Employment Knowledge and Tools

- Present seminars on resume writing, job interview skills, corporate needs.
- Attend school career/employment fairs.
- Become actively involved in conducting internships and other work-based learning programs.

Sharing Real World Scenarios:

- Human Resource professionals have created job success skills scenarios which can be used in classroom instruction.
- Application of skills and knowledge needed in entry level positions.
- Attitude/work ethic scenarios
- Global perspective, cultural diversity and sensitivity.

LONG ISLAND WORKS COALITION

www.liworks.org

- The LI Works Coalition is ready to help your school and district in the following ways:
- Assist your district in establishing a business advisory council, which will establish various workforce readiness programs.
- Assist teachers with securing classroom guest speakers.
- Assist students in obtaining internships.

JUNIOR ACHIEVEMENT

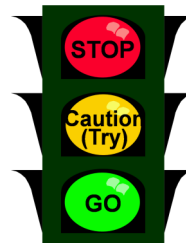
www.jany.org

Contact your regional JA office for information about their many successful programs such as JA Success Skills in which students develop their interpersonal effectiveness. The program helps them to identify careers of interest, develop a resume, and practice interviewing through an in-depth look at their interpersonal skills.

WORK EXPERIENCE COORDINATORS

www.nysweca.org

Most high schools and Career and Technical Centers have a work-based learning coordinator who is already making their students workforce ready with pre-employment tools and real world experiences. These professionals can assist you with classroom guest speakers, field trips and other resources for your students. Seek out this individual in your building for more assistance.

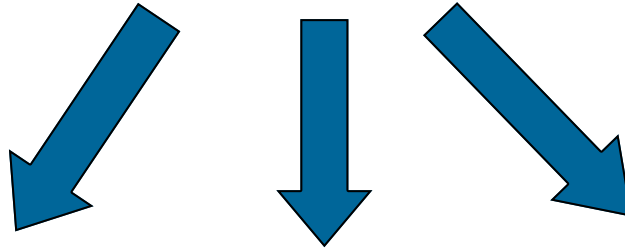
**ACTION STEPS FOR THE EDUCATOR**

1. Begin to make changes in your delivery of instruction and assessment.
2. Become active in your school district's advisory board or craft committee.
3. Seek out the work-based learning coordinator in your school building.
4. Utilize the Workforce Readiness website for additional resources. www.careersmarts.com
5. Contact LI Works Coalition or Junior Achievement for classroom speakers.





**Making LI Students
Workforce Ready With
21st Century Skills**



**Educators and
parents TEACH!**

**FOUNDATION
SKILLS**

**TRANSITION
Pre-Employment
Knowledge/Skills**

**21ST CENTURY
Career Success
Skills**

**Students
MASTER!**

Academic &
Career and Technical
Education
Courses
+
Computer Skills
Financial Literacy
Second
Languages

Job Research
Job Application
Cover Letter
Resume
Appearance
Job Interview
Thank You Letter

Communications
(Listening Skills
Critical Thinking
Problem Solving
Use of Resources
and Technology
Multi-tasking
Time Management
Organizational
Team Work
Global Awareness
Diversity
Business Ethics

**Human Resource
Professionals ENGAGE!**

School
Business
Advisory
Boards
Parent/Teacher

Guest speakers
Resume Review
Internships
Career/Job Fairs

Real Life
Employment
Scenarios
WKF Ready webpage
www.careersmarts.com

ARE STUDENTS WORKFORCE READY?

Review this list of skills and activities to see if your students are on their way to becoming workforce ready.

21st Century Skills for a Competitive Workforce

1. Do students achieve a grade of 85 (B) or better in all their **academic** (such as math, science, social studies, and English) and their **Career and Technical Education** courses (such as Business, Technology, Family Consumer Science, Services and Trades)?
2. Do students create a **career plan** which consists of analysis of interests and abilities which directs them to the appropriate career choices for their strengths?
3. Do students complete two of these three **work-based learning activities** before graduation: A shadowing experience, a volunteer experience, an internship and/or a supervised paid work experience?
4. Do students participate in **school clubs, sports or other organizations** in which they develop communication and team playing skills?
5. Do students possess an updated **resume** of all their latest accomplishments?
6. Can students identify activities in life in or out of the classroom in which they have developed 21st century skills such as critical thinking, problem-solving, use of resources and technology?
7. Can students speak and read a second **language** other than English?
8. Do students possess a “**global awareness and sensitivity**” such as knowledge of other cultures’ history, politics, religion and values?
9. Do students possess the **financial knowledge and skills** to handle their own finances, investments and retirement needs.
10. Do students possess computer skills which are desirable by employers.
 - a. Using a word processing program, create a memo or business letter using the correct business format, spelling, grammar, punctuation and capitalization..
 - b. Using a spreadsheet program such as Microsoft Excel they can:
 - Design and enter data into the spreadsheet.
 - Create column headings, headers, footers, and page numbers.
 - Sort data and create a graph or pie chart using data.
 - Use basic mathematic formulas for data manipulation.
 - c. Using presentation software, create multi-media presentations using appropriate themes, font styles and sizes, graphics.
 - d. Using desktop publishing software create flyers, brochures and other types of marketing documents.
 - e. Using communications software create and send email communications, attach files, create new folders and write action rules for filing of email, and create mail distribution lists

How do your students measure up?

Resources - www.careersmarts.com

We encourage human resource professionals and educators to join together and arrange for speakers in classrooms and clubs. Please feel free to use these resources for your presentations.

Media Presentations

- Is Harry Potter Workforce Ready?
- Are You Career Ready? (8-12)
- Are You Career Ready? (College)
- Are You Computer Literate?
- Your Career: Doing What Matters Most from NEFE
- Communication and Listening Skills
- How to Get a Raise
- Behaviors that will get you fired
- Working with a difficult boss
- Dress for success
- Dressing for the job interview
- Employee Relations - How to get along with others.
- Employee Rights
- Etiquette - Introductions, Body Language, Table Manners
- Financial Literacy
- First Week on the Job
- How to behave at holiday parties
- Following Instructions
- How to get promoted
- How to read a map
- I did not do it!
- Tough job interview questions
- 21st Century Job Success Skills
- How to fill out a job application
- Understanding labor unions
- How to leave a job
- Office Politics
- Employment tests
- Salary Negotiation
- Sexual Harassment
- Taxes for Teens
- How to fill out the W4 Form
- What to Wear
- Workplace Violence

Real World Challenges

- Carmen, the Human Resources Intern
- Chuck and Larry - are they Computer Literate?
- Diane, the Nurse Assistant
- Carlos, the Insurance Claims Clerk
- Iris, the Payroll Clerk
- Jack, the Order Picker
- Joe, the Marketing Intern
- Olga, the Operations Assistant
- Mike, the Teacher
- Rachel, the Receptionist
- Sarah, the Pharmacist Intern
- Sue, the Computer Support Specialist
- Xavier, the Human Resources Assistant

Publications

Checklist for Students: Are You Workforce Ready?
 Are They Ready to Work?
 21st Century Learner
 21st Century Framework Flyer
 Learning for the 21st Century
 Results That Matter

“EnGauge” Students in the Digital World
 21st Century Strategy Plan P-20
 US DOE 21st Century Learning
 21st Century Skills as a Vision for K-12 Education: What should schools and districts do?

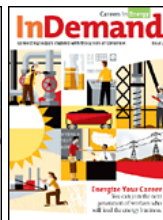
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STEM

SHRM LI LEADERSHIP



SHRM LI CHAPTER OFFICERS:

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Workforce Readiness Committee Co-Chairs:

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- Jamie Efenbein, Vice President, Operations, HealthPro Staffing Solutions, jelfenbein@healthprostaffing.com
- Susan Gubing, Careersmarts.com, sue@careersmarts.com

TAKE ACTION	CONTACTS
Create a school business advisory board, or Request a classroom guest speaker.	LI Works Coalition, 631-843-4018; lisa@liworks.org , www.liworks.org/regional_advisory_congrads.cfm
Get involved with Junior Achievement	Lori Arloff, www.jany.org , larloff@jany.org
Get assistance with setting up shadowing, internships or work experience for your students.	Work Experience Coordinators' Association, www.nysweca.org/li.htm

ACTION STEPS FOR THE EDUCATOR

**Take
Action
Today**

- Begin to make changes in your delivery of instruction and assessment.
- Be active in your school district's advisory board or craft committees.
- Seek out the work-based learning coordinator in your school building.
- Utilize the Workforce Readiness website for additional resources. www.careersmarts.com
- Contact LI Works Coalition or Junior Achievement for classroom speakers.

