NYS P-TECH Orientation

WEBINAR #5: WORK-BASED LEARNING TOOLKIT OVERVIEW

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Work-based Learning Toolkit Defined

A comprehensive set of resources to plan and execute a comprehensive and effective work-based learning program for students to master professional skills necessary for success well-paying jobs.

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Work-based Learning (WBL) Toolkit: Contents

✓Introduction and Overview

✓WBL Continuum

✓WBL Essential Elements

✓P-TECH Professional Skills

✓Employer Participation Options

✓Activity Guides

WBL Continuum

CAREER AWARENESS

Activities designed to promote awareness of careers, workplace norms, and employer expectations, as well as personal interests and aptitudes.

"I understand what's out there and am discovering the kinds of things I might want to do."

CAREER EXPLORATION

Activities designed to promote a deeper understanding of potential careers, and to provide opportunities for an investigation of a particular industry, career, or occupation of interest.

'"I'm interested in this field and beginning to understand what it's all about and what I need to do to pursue a career in the industry."

CAREER PREPARATION

Activities designed to provide an in-depth discovery of a particular career and the development of the skills and understanding of the education or training needed in a particular industry or occupation.

"I know the kinds of things I want to do and am getting the chance to learn new skills and practice applying those skills."

Career Awareness Activities

Activities designed to promote awareness of careers, workplace norms, and employer expectations, as well as personal interests and aptitudes.

"I understand what's out there and am discovering the kinds of things I might want to do."

Classroom

- Career Awareness Lessons
- Career Research
- Guest Speakers
- Professional Skills Development

Community

- Career Fairs
- College Visits
- Community Resource Awareness

Workplace

- Career Mentor
- Workplace Tour

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Career Exploration Activities

Activities designed to promote a deeper understanding of potential careers, and to provide opportunities for an investigation of a particular industry, career, or occupation of interest.

"I'm interested in this field and beginning to understand what it's all about and what I need to do to pursue a career in the industry."

Classroom

- Career Exploration Lessons
- Career Guidance
- Career Related Projects
- Industry Research

Community

- Community Service
- Mock Interview
- Out-of-School Time Activities

Workplace

- Informational Interview
- Job Shadow

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Career Preparation Activities

Activities designed to provide an in-depth discovery of a particular career and the development of the skills and understanding of the education or training needed in a particular industry or occupation.

"I know the kinds of things I want to do and am getting the chance to learn new skills and practice applying those skills."

Classroom

- Career Coaching
- Occupational Training
- Technical Skills Training
- Work Readiness Activities

Community

- Volunteering
- Competitions
- Industry Certifications

Workplace

- Workplace Challenge
- Internship
- Work Experience/Co-Op
- Apprenticeship

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10 Essential Elements

1. Conduct Effective Planning
2. Prepare for Success
3. Identify Student Learning Outcomes
4. Create Authentic and Engaging Experiences
5. Connect to Careers
6. Ensure Activities are Safe and Legal
7. Provide Ongoing Support
8. Provide for Reflection, Presentation, and Feedback
9. Connect to the Student's Next Step
10. Assess and Document the Experience

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Professional Skills

NYS P-TECH has identified the following professional skills as those to be demonstrated through the P-TECH experience by every graduate of the program.

Mastering these professional skills, combined with meeting the necessary academic and occupational skill requirements for a particular job or position, indicates that the student is ready for a successful transition to work.

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P-TECH Graduates will Master these Professional Skills

Personal Traits

- Integrity/Ethics
- Dependability
- Persistence/ Maturity
- Responsiveness

Group Experience

- Negotiation
- Teamwork
- Diversity
- Communication

Problem Solving

- Applied Knowledge
- Flexibility
- Planning
- Continuous Improvement

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Professional Skills: Personal Traits

Integrity/Ethics

Demonstrates honesty. Is trustworthy, and ethical in their work. Makes responsible decisions and avoids risky behaviors.

Dependability

Is punctual and reliable, avoids absenteeism, meets deadlines. Is self-directed, productive and takes ownership of the quality and accuracy of work.

Persistence/Maturity

Demonstrates the willingness and ability to work. Completes tasks as assigned. Knows how to learn.

Responsiveness

Responds well to supervision and direction. Accepts and applies constructive criticism. Recognizes and reflects workplace norms and culture. Dresses appropriately and avoids the personal use of technology during work hours.

Professional Skills: Group Experience

Negotiation

Resolves conflicts. Proposes solutions.

Teamwork

Interacts effectively with others. Actively listens and takes initiative. Demonstrates leadership when appropriate. Is respectful of the opinions and contributions of others.

Diversity

Is comfortable with people of diverse backgrounds. Avoids the use of language or comments that stereotype others.

Communication

Communicates effectively in English, both verbally and in writing. Is an active listener and able to share ideas.

Professional Skills: Problem Solving

Applied Knowledge

Selects and applies appropriate technologies to complete tasks. Reads with understanding and uses math to analyze and solve problems. Accesses information. Applies occupational and technical knowledge to tasks.

Flexibility

Adapts to a range of circumstances and is comfortable with change.

Preparation and Planning

Prepares and plans effectively. Manages time and resources to complete tasks.

Continuous Improvement

Thinks critically. Understands strengths and weaknesses. Reflects on tasks, analyzes processes and suggests improvements. Provides and receives productive feedback.

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WBL Toolkit: Activities

The toolkit provides detailed guidance for the following WBL Activities:

- ✓ Workplace Tour Guide
- ✓ Guest Speaker Guide
- ✓ Informational Interview Guide
- ✓ Job Shadowing Guide
- ✓ Work Experience Guide
- ✓ Internship Guide
- ✓ Workplace Challenge Guide
- ✓ Career Mentoring Guide

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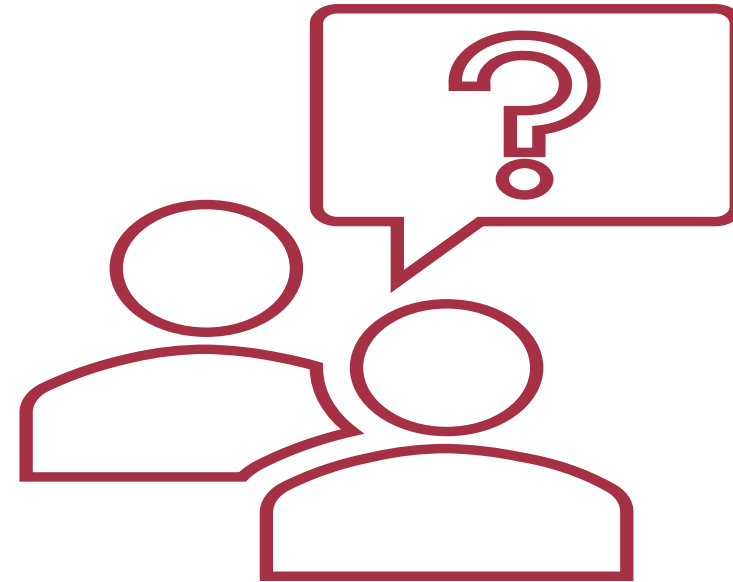
What's in an Activity Guide?

✓WBL Activity Name
✓Narrative Definition
✓Definitional Aspects
  o What is the activity *Designed* to do?
  o How is it *Structured*?
  o How is it *Supported*?
✓Support Materials
  o Student, Teacher, Coordinator, Employer, Individual Employees Tip Sheets
  o Information Sheets, Process Guides, Prep Materials, Assessment Tools, Etc.
  o Success Factors and Examples (Case Studies, Stories, Videos etc.)

Employer Engagement Quick Guide

This guide includes the following components:

✓ 5 Organizational Strategies
✓ 4 Simple Steps for P-TECH Coordinator
✓ Self Assessment Guide
✓ Managing Multiple Employers

Employer Engagement Support Materials
✓ Employer Fact Sheets
✓ Employer Tip Sheets
✓ Employer Recruitment Strategies Self Assessment
✓ Employer Participation Options Fact Sheet
✓ P-TECH Benefits Fact Sheet
✓ Making A Pitch Team Exercise

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5 Organizational Strategies & 4 Simple Steps

1. View employers as partners **and** customers
2. Promote customer service
3. Target resources for the engagement effort
4. Apply a comprehensive strategy
5. Focus on outcomes

✓Be prepared
✓Make a plan and stick to it
✓Market and promote P-TECH – everywhere & all the time
✓Deliver flawless follow-up

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Employer Recruitment & Recognition Events

This resource provides everything necessary to coordinate an effective event:

1. Tip Sheet for Planning and Preparation
2. Sample Invitation
3. Sample Agenda
4. Questions for Panelists
5. PowerPoint Presentation
6. Sign Up Sheet
7. Certificate of Recognition

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Thank You!

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IS PART OF THE SIX WEBINAR SERIES: NYS P-TECH ORIENTATION

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