

Resources

FACTS TO CONSIDER!!!

- Having a 4-year college degree does not guarantee a rewarding job with a good salary.
- Getting into a 4-year college is easy; graduating with a marketable skill is not.
- The number of college graduates will far exceed job opportunities that require Bachelor's Degrees.
- Skilled technical occupations are the largest and fastest growing segment of the workforce.
- A 2-year degree or career center training will prepare students for technical jobs.
- On average, the lifetime earnings of a skilled/technical worker will exceed those of a 4-year college graduate. (Except those in professional management occupations-20% of the population.)
- Tech Prep programs focus on high skill technical training beginning in High School that lead to 2-year degrees.
- Many Tech Prep High School graduates enter college with advanced standing. This means you can earn college credit while in High School.

Source: Gray, Kenneth C., Herr, Edwin L. *Other Ways to Win: Creating Alternatives for High School Graduates*. Corwin Press, Inc, 1995.

Job Skill Level Changes (1950-2000)

Source: Bureau of Labor Statistics

1950

Unskilled: 60.0%
Skilled: 20.0%
Professional: 20.0%

1991

Unskilled: 35.0%
Skilled: 45.0%
Professional: 20.0%

2000

Unskilled: 15.0%
Skilled: 65.0%
Professional: 20.0%

These figures indicate a change in the skills and preparation necessary for the 21st century workforce. “Unskilled” refers to workers with little or no training beyond a high school education. These workers usually receive on-the job training and are employed in factory settings. Coal miners are a good example of “unskilled” labor. “Skilled” refers to workers who have received specialized training and/or 18 months to two years of education in a particular area (e.g., HVAC, automotive, electronics, engineering technology, heavy machine operation, computers). “Professional” generally includes white-collar professions that require at least a bachelor’s degree (many professions require training beyond four years). Examples of the type are doctors, nurses, lawyers, teachers, and engineers.

PA Career Standards:

13.1.8.C, D 13.3.11.F, G

Ten In-Demand Job Skills

Here are 10 skills that the U.S. Department of Labor says are on employers' wish lists.

1. Problem-Solving Skills

Many of the tasks we face each day in our personal and business lives are complex in nature. People who can identify problems, research solutions and make effective decisions are increasingly desired in such fields as business administration, management consulting, public administration, science, medicine and engineering.

2. Vocational-Technical Skills

Today, technology is advanced in all areas of human endeavor. Installation, testing and repair of most electrical, electronic and mechanical equipment in fields such as engineering, telecommunications, automotive, transportation and aerospace requires people with advanced vocational-technical skills.

3. Human Relations Skills

All companies with more than one employee face inevitable problems dealing with how people interact with each other. Often, the success of a company depends upon how well people can work together. It is the job of human resource managers, personnel officers, department managers and administrators to understand the needs of workers and how best to meet those needs within the confines of the employment environment.

4. Computer Programming Skills

Understanding how to harness a computer's power and program it to meet the specific needs of a particular company can dramatically increase your employment opportunities. Specific languages most in demand today include C++, Java, HTML, Visual Basic, Unix and SQL Server. Others include: Microsoft.NET, Linux, DHTML, ASP.

5. Teaching-Training Skill

Our modern society develops and collects more new data in a day than our ancestors did in a year. As a result, there will continue to be a demand for people with teaching and training skills in the fields of education, social services, management consulting and commerce.

6. Science and Math Skills

Great advances are being made daily in the fields of science, medicine and engineering. Bright minds skilled in the sciences and math are needed to meet the challenges of these fields.

7. Money Management Skills

With Americans enjoying a longer life span, it's essential today to carefully plan one's finances to ensure a comfortable life and retirement. Investment brokers and security officers, retirement planners, accountants and CPAs are in continual demand to meet this need.

8. Information Management Skills

In the Age of Information, America now produces information as the basis of its economic system, and individuals who possess the ability to manage information are critical to most businesses. Systems analysts, information technologists, database administrators and telecommunication engineers are examples of people with highly developed information management skills.

9. Foreign Language Skills

America depends upon many nations for raw materials and goods, as well as for global markets for our own goods and services. The ability to speak a foreign language -- today's hot ones include Russian, Japanese, Chinese, and German -- can enhance your employment opportunities and compensation.

10. Business Management Skills

The business of America is business! Understanding of how to run a successful company is highly in demand. At the core of these skills is: the ability to manage people, systems, resources and finances; and the ability to understand the needs of consumers and how to translate those needs into business opportunities.

Source: Goneya, James C. "Ten In-Demand Job Skills".
http://content.monster.com/careerchangers/articles/self_assessment/skills/. 5 April 2002.

Important Skills in the Workplace

Basic Workplace Skills

- Locates and Uses Resources
- Applies Mathematical Concepts and Operations
 - Reads with Understanding
 - Writes Clearly and Concisely
 - Speaks Clearly and Concisely
 - Listens with Understanding
 - Observes Critically
 - Uses Technology

Basic Employability Skills

- Demonstrates Effective Interpersonal Relations
- Demonstrates Self-Management Strategies
 - Works in Teams
 - Solves Problems
 - Makes Decisions

Basic Workplace Knowledge

- Works within Organizational Structure and Culture
 - Understands Finances
- Demonstrates Quality Consciousness
 - Understands Process and Product
- Applies Health and Safety Concepts

Which ones do you have?

Source: Bureau of Adult Basic & Literacy Education

www.ed.psu.edu/foundationskills/modeldefs/7skillsandcompetencies.asp

Employability Skill/Competencies

Survey Results for NE PA

This survey asked employers what skills their employees needed with respect to training.

<u>Skill Area</u>	<u>Percent Respondents</u>
Communicating with others	80%
Handling Conflict	80%
Giving and Receiving Feedback	79%
Problem Solving	73%
Understanding Customer Requests	71%
Priority Setting	68%
Effective Leadership	68%
Identifying Team Goals	67%
Following Directions	66%
Customer Problem Resolution	66%
Decision Analysis	64%
Job Control/Time Management	63%
Building A Foundation of TRUST	62%
Building Customer Loyalty	58%
Writing Reports	57%
Facilitation/Coaching	54%
PC Skills/Network Skills	53%
Read Instructions	52%
Basic Computer Understanding	51%
Diversity	49%
Basic Computation	42%
Keyboarding	40%
Quality Management Practices	40%
Specialized Software	39%
Supervisory/Management Skills	34%
Safety Systems	34%
Industrial Health & Hygiene	30%
Training Others	28%
Training Practices	23%
Office Equipment Technology	22%
Electrical and Mechanical	22%
Operation of Machines	21%
Statistical Process Control	20%
Complex Problems	19%
Blueprint Reading	19%
Computer Aided Design/CAM	19%
Elementary Principles of Building Systems	18%
Converting between US & Metric	17%
Operating and Maintenance Reliability	16%
Knowledge of Complex Machinery & Systems	16%
Robotics	12%
Design of Experiments	11%

Minimum Skills for Workplace Success

The basic skills identified as the minimum competencies adults need to obtain and maintain gainful employment include the ability to:

- read at the ninth-grade level or higher
- do math at the ninth-grade level or higher
- solve semi-structured problems where hypothesis must be formed and tested
- work in groups of various backgrounds
- communicate effectively, both orally and in writing
- use computers to carry out simple tasks like word processing

Impact of Skill Deficiencies

- More than 4 million adults in Pennsylvania lack the basic skills needed to function successfully as family members, workers and citizens.
- Approximately four out of 10 workers in Pennsylvania have basic skill deficiencies.
- The number of companies reporting skilled worker shortages almost doubled between 1995 and 1998 from 27 percent to 47 percent.
- American businesses lose more than \$60 billion in productivity each year due to employees' lack of basic skills.
- The cost of illiteracy on the American economy is estimated to be \$225 billion a year in lost productivity.
- Of even greater concern is the fact that only two in 100 participate in adult basic and literacy education services.

Source: "Blueprint For Change" report created by the Adult Basic and Literacy Education Interagency Coordinating Council.