

**TO: Youth Council**

**DATE: 4/15/09**

**FROM: Youth Council Staff**

**For Action**

**For Information**

**For Discussion**

**SUBJECT: Work Readiness Definition Approval**

**PROPOSED MOTION(S): That the Youth Council approve the definition of Work Readiness.**

**DISCUSSION:** The American Recovery and Reinvestment Act of 2009 (The Recovery Act or ARRA) states that the work readiness indicator will be the only indicator used for youth that participate in “summer employment” only and will assess the effectiveness of summer employment. When setting work readiness goals, local areas should follow the definition for a work readiness skill goal as specified in TEGL No. 17-05, Attachment B Definition of Key Terms found at [http://wdr.doleta.gov/directives/attach/TEGL17-05\\_AttachB.pdf](http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf) as stated below:

*Work Readiness Skills Goal* - A measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self image.

The recommendation for participants under the ARRA summer youth employment projects in the YOP, EMPOWER and 18 - 24 year old youth is to utilize any of the eight areas detailed below:

1. “It’s all about Me” - a Career Decision Making Process: Participant will learn - World of Work, interest skills inventories, personal understanding, financial needs assessment and complete a Career Action Plan;
2. Employability Portfolio: Participant will complete an application, Cover letter, and resume;
3. Attendance data as a measurement of work readiness.
4. Utilizing employer evaluations to determine work habits, ethics, and initiative.
5. Thrive and Survive in the Workplace Certificate to include but not limited to the following areas:

## **Start Out On The Right Foot**

Learn tips on how to  
**START OUT ON THE RIGHT FOOT**

- Does appearance matter?
- Does it really matter if we're five minutes late?
- Learn about non-verbal communication and the messages it can send.

## **Communication**

Gain important  
**COMMUNICATION**  
skills for the workplace

- Communicate with your boss effectively.
- Communicate with your co-workers effectively.
- Communicate with your customers effectively.

## **Attitude**

Find out why your  
**ATTITUDE**  
is important to a successful career

- What is attitude?
- Why does attitude matter?
- How can you choose your attitude?
- Receive tips on how to adjust your attitude.

## **Teamwork & Conflict Mgt**

Improve your  
**TEAMWORK & CONFLICT MANAGEMENT**  
skills

- What is internal customer service?
- Improve your relationships with your co-workers.

6. Successful completion of Work Life Course or “The Real Game” similar exploration tool.
7. Letter of Recommendation from supervisor(s).
8. Completion of Career Portfolio.

**ATTACHMENT(S): N/A**