



JOBS FOR THE FUTURE

ADDING A GENDER LENS TO NONTRADITIONAL JOBS TRAINING

CREATED BY WIDER OPPORTUNITIES FOR WOMEN

APRIL 2017

TOOL 3.1 CRITICAL SKILLS FOR JOB READINESS

The two checklists in this tool provide an overview of the critical topics in preparing program participants in jobs training programs to be “work ready” when they graduate. One checklist features general categories of understanding apprenticeships and the nontraditional industries, managing work and family, lifelong learning, and interpersonal skills. The second delves into topics that are particularly important to view through a gender lens: the workplace culture, financial literacy, cultural competency, and physical fitness and safety in the construction, trucking, and logistics industries. Use this tip sheet in designing a new program and when evaluating and improving an existing one.

WHO SHOULD USE THIS TOOL

Case managers; job developers; soft skills instructors; career coaches

This tool is part of Adding a Gender Lens to Nontraditional Jobs Training, created by Wider Opportunities for Women for the GreenWays initiative and revised by JFF as part of the Delivering the TDL Workforce initiative. All tools are available online at: <http://www.jff.org/newlensonjobs>.

Supported by the Walmart Foundation, Delivering the TDL Workforce expanded high-quality transportation, distribution, and logistics training programs in ten regions and promoted best practices in program design and delivery, employer engagement, and workforce partnership development. GreenWays was supported by grants from the U.S. Department of Labor through Pathways Out of Poverty and the Green Jobs Innovation Fund.

CHECKLIST

UNDERSTANDING THE WORLD OF APPRENTICESHIP AND EMPLOYMENT

Employers and program administrators typically cite soft skills as more important than job-related skills in determining whether a person keeps a job. Ensure that your program incorporates lessons to build participant's work readiness by covering such topics as:

- Value of the industry in our economy
- How the target occupation differs from other jobs
- Apprenticeship and industry awareness
- Job search and apprenticeship application processes
- Understanding the expectations and performance measures of employers and apprenticeship programs
- Orientation to work life
- Understanding the geography of a typical worksite
- How to be a competitive candidate
- Important terminology: the language of the industry
- Industry policies and practices on drug testing, reliable transportation, and driver's licensure
- The career pathways in the industry

MANAGING WORK AND FAMILY LIFE

- Managing time effectively
- Managing the schedule and work of study with that of an apprentice
- Balancing family responsibilities
- Managing resources to be prepared for getting to and from work
- Developing support systems
- Coping with stress

LIFELONG LEARNING SKILLS

- Problem solving for the industry
- Critical thinking
- Applied learning
- Independent learning
- Learning styles in the construction industry

INTERPERSONAL SKILLS

- Work ethic
- Self-esteem
- Teamwork
- Listening skills
- Communications on a construction site
- Conflict resolution

CHECKLIST

SURVIVING AND THRIVING IN THE WORKPLACE CULTURE

Gender inequity and gender differences create distinct issues for women in the labor market. The lack of a gender lens can create a disparate impact on women's success in a pre-apprenticeship program. Consider including these gender-related topics in your training program:

- Assertiveness
- Interviewing and application guidance and tips
- Sanitary facilities
- Being a self-advocate
- Health and safety
- Awareness of surroundings

Also consider revisiting several of the apprenticeship topics (*above*) with a gender lens:

- Self-esteem
- Coping with stress
- Developing support systems
- Balancing work/family

FINANCIAL LITERACY

- Managing a budget
- Managing your money
- Planning for layoffs and slow periods at work
- Building assets
- Building credit
- Anticipating expenses

CULTURAL COMPETENCY

- Worker rights and responsibilities
- Understanding diversity on the job
- Recognizing and addressing on-the-job discrimination and harassment
- Equal employment opportunity on the job and in the union—the law
- Promoting an equitable worksite

OCCUPATION-SPECIFIC PHYSICAL FITNESS AND SAFETY REQUIREMENTS

Construction:

- Ability to work in tight spaces
- Working on heights
- Working in all weather conditions
- Usage of personal protective equipment and clothing
- Ergonomics of tools and equipment

Logistics:

- Equipped to handle heavy machinery
- Safe material handling
- Strength to sort, store, and transport products
- Attuned to health and safety warnings and symbols
- Standing or walking for long periods

Trucking:

- Medical clearance
- Suitable vision for night work
- Safe driving and safe maneuvers
- Passing DOT physical and drug screening
- Nutrition for being on the road
- Awareness of traffic conditions
- Knowledge of proactive truck stop safety practices

A Gender Lens on Case Management

It is important to put a gender lens on case management. For example, women may need support and referrals to address issues related to:

- > Child care planning;
- > Family support; and
- > Domestic violence and spousal control.