

GreenWays



JOBS FOR THE FUTURE

EMPLOYER ENGAGEMENT TOOLKIT | TOOL 4.3

FINDING SKILLS IN LMI RESOURCES

TOOL 4.3

Curriculum is developed and improved in response to a wide variety of factors, such as learning styles, student literacy and skill levels, and access to facilities and technology. In terms of occupational skills, the specific needs of your employers should drive your curriculum. This tool is a starting point to help you develop curriculum that is likely to appeal to employers in your sector using O*NET, an online federal resource, as well as sources of real-time labor market information (LMI). Use the table within this tool to track the key occupational training elements in your program. In addition to informing your instruction, you can use O*NET's job skills data and other LMI sources to check your industry assumptions with employers.

WHO SHOULD USE THIS TOOL

Program managers, curriculum development staff

LEARNING FROM O*NET AND OTHER SOURCES

O*NET is a tool for analyzing job requirements and career pathways. Sponsored by the U.S. Department of Labor's Employment and Training Administration, O*NET is a go-to source for education, training, experience, and skill attainment information for jobs across the entire country.

Frame your search. Before O*NET can help you, you need to know what you're looking for. Come up with a list of words or phrases that capture key elements of your program. This could be the **occupations** or **industry** that you'd like to place workers in, particular **specialty areas** such as "green" or "weatherization," **certifications** that your employers have requested, or other **skills** that are central to your training program.

Identify occupations. Visit <http://www.onetonline.org/find/> and plug your keywords and phrases into the search box. O*NET will return a list of occupations that overlap with your key identifiers. They are organized by Standard Occupational Codes, which have been developed by the U.S. Department of Labor. Review the list and select those occupations that best match your program.

Get details. Click on each of your selected occupations to generate a detailed list of relevant information. The tasks, detailed work activities, and tools and technology provide a few perspectives on what skills are most useful to your participants.

Explore current, local, in-demand skills and competencies. Using the same list of occupations researched in O*NET, use real-time labor market information as a cross reference to pull information on basic skills, specialized skills, and certifications.

While traditional resources such as O*NET provide robust occupational descriptions, O*NET's collection methodology includes long periods of time between updates, and the information is not regionally specific. In a fast paced, dynamic economy where globalization and technology innovation are redefining the nature of work, monitoring occupational trends requires gathering information from multiple resources, including conversations with employers and emerging LMI resources.

Real-time LMI technology aggregates Internet job postings from local, regional and national job boards including company websites. Software such as Burning Glass Labor/Insight offers powerful artificial intelligence-based parsing tools through which details about education and training requirements, certifications, skills and licensing may be extracted from the text of Internet job postings. The resulting database of job postings can serve as a valuable complement to O*Net's database of occupational knowledge, skills, and abilities by helping to identify emerging trends in job classifications and in-demand professional and specialized skills.

INFORM CURRICULUM

Work with instructors to compare the information from O*NET and other sources to the skills already taught in your program. Capture this comparison in the table below, and use the results as a guide to curriculum elements key to your industry and to technologies that you should use in class.

What's missing from your program that appears in O*NET and other sources? Do you teach any skills that aren't listed in O*NET and these other sources? If so, describe why they are important to the curriculum and consider what sources (an employer, another training provider) you used to establish their value to the industry. Then review the table to determine if there are curriculum elements that you should add or remove.

PREPARE FOR EMPLOYER OUTREACH

Ultimately, you need to meet the needs of local employers, not O*NET or other LMI sources. Use the comparison of your LMI research findings to your curriculum as the starting point for discussions with employer partners. Be prepared to further refine your curriculum based on their thoughts.

Real-time LMI resources can help enhance employer engagement by helping to identify employers from different industries hiring a particular occupation, as well as providing them with specific data points/agenda items to enliven your conversations.

O*NET/REAL-TIME LMI REVIEW OF YOUR CURRICULUM

| O*NET LIST FOR: (OCCUPATION NAME) | IN YOUR PROGRAM? YES OR NO | IF YES, DESCRIBE HOW |
|---|----------------------------------|----------------------|
| Tasks 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. | | |
| Work Activities 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. | | |

| O*NET LIST FOR: (OCCUPATION NAME) | IN YOUR PROGRAM? YES OR NO | IF YES, DESCRIBE HOW |
|--|----------------------------------|----------------------|
| Tools/Technology 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. | | |
| Basic/Workforce Readiness Skills | | |
| In-Demand Skills/Industry Recognized Certificates | | |
| Existing Technical training elements not reflected in O*NET 1. 2. 3. 4. 5. | | |