



**JOBS FOR THE FUTURE**

# ADDING A GENDER LENS TO NONTRADITIONAL JOBS TRAINING

CREATED BY WIDER OPPORTUNITIES FOR WOMEN

APRIL 2017

## **TOOL 3.2 DEVELOPING JOB-READINESS PROGRAMMING**

Use this tool for envisioning and developing your organization's approach to integrating work readiness into your occupational training design. The worksheet provides a structure for developing core work skills, along with a metric for their successful implementation. It can also help you plan key aspects of delivering instruction and identify challenges, capacity, linkages, and opportunities. A sample worksheet provides examples of important components of core competency programming.

### **WHO SHOULD USE THIS TOOL**

Training program directors; soft skills instructors; career coaches

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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.

**WORKSHEET: DEVELOPING JOB-READINESS PROGRAMMING**

JOB-READINESS SKILL	MEASUREMENT OF ACHIEVEMENT	HOW/WHEN TO DELIVER SKILL BUILDING	WHO DELIVERS	CHALLENGES	CAPACITY (Needs Work, Exists, External)

**SAMPLE: DEVELOPING JOB-READINESS PROGRAMMING**

JOB-READINESS SKILL	MEASUREMENT OF ACHIEVEMENT	HOW/WHEN TO DELIVER SKILL BUILDING	WHO DELIVERS	CHALLENGES	CAPACITY (Needs Work, Exists, External)
Being a self-advocate	Participant can present opinions, answer questions, request help, etc., assertively but not aggressively.	Interactive classroom instruction  Workshop on assertive behavior in construction  Workshops on sexual harassment and safety on jobsite  In trucking, when paired with a mentor driver while in training	Classroom instructors  Career coach  Mentors	Classroom instructors need professional development in modeling and discussing assertiveness	Exists
Career Awareness	Participant can describe career pathways in construction, employer expectations, and construction worksite culture.	Model worksite behavior in training  Field trips to construction sites  Workshops with guest speakers	Case manager/career coach  Industry guest speakers	Cost to transport participants to worksites  Recruiting and scheduling guest speakers, especially women role models	Needs work
Financial literacy for the building trades	Participant develops budget plan incorporating slow work periods.	Series of financial literacy workshops	Outside vendor	Few workshops address the unique challenges of construction sector employment.	Needs work—find external consultant willing to adapt standard workshops to construction sector
Balancing work and family in the trades	Plans or strategies are developed for off-hours needs, such as child care and transportation to worksite.	Case manager discusses individual plans; provides referrals  Workshops on stress management, stereotyping of nontraditional careers, and handling family emergencies	Case manager/career coach	Hard to find off-hours child care  Need resources for addressing transportation challenges (e.g., for car loans, suspended licenses)	Exists/needs work