

The logo for the National Adult Education Professional Development Consortium (NAEPDC) is a red square with a white diagonal line from the top-left to the bottom-right. The letters "NAEPDC" are written in white, sans-serif font, positioned to the right of the diagonal line.

NAEPDC

**National Adult Education Professional Development Consortium**

**National Training Institute • November 14-17, 2017**



**Welcome**  
to the  
**2017 NTI**  
in Charleston, SC!



## **NAEPDC NTI Planning Committee**

Sheryl Hart, Arizona (Chair)

Sandy Crist, Mississippi

Susan Fish, Oregon

Jennifer Foster, Illinois

Marcia Hess, Wyoming

Jacqueline Korengel, Kentucky

Philip Less, Rhode Island

Lennox McLendon, NAEPDC Emeritus





## Design of 2017 NTI

- Six sessions on topics highly relevant to states, according to surveys
- Four of these sessions incorporate smaller breakout groups to allow participants to dive deeper into the topic
- NTI Session Organizer Tool sent to attendees – this tool is intended for use before, during and after the NTI

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NAEPDC

**National Adult Education Professional Development Consortium**

**National Training Institute • November 14-17, 2017**



Wednesday, November 15, 9am – 12:30pm

Session 1

## **Workforce Preparation Strategies & Options**

Presenters: Sandy Crist (MS) &  
Jacqueline Korengel (KY)



# **Kentucky Adult Education Skills U**

## **Workforce Preparation/Essential Skills**

**Presented at National Training Institute (NTI)**

**November 15, 2017**

**Jacqueline E. Korengel, Ed.D.  
Associate Vice President for Adult Education  
Kentucky Council on Postsecondary Education**



# KYAE Skills U's "Story"

- Why
- What
- Who
- How
- Where & When





# **Why** are Workforce Preparation Skills important?



\_\_\_\_\_



- 



# Who is uniquely positioned?



# How?



## EMPLOYABILITY STANDARDS

The employable adult should be able to:

<b>E.1</b>	Effectively contribute to a team through cooperation, leadership, and giving and accepting critical feedback to work toward a common goal.
<b>E.2</b>	Utilize workplace tools and technologies to communicate effectively (e.g., memos/e-mails, basic computer programs, phone systems).
<b>E.3</b>	Model compliance of workplace policies and procedures.
<b>E.4</b>	Utilize and support workplace organizational structures (e.g., company departments, corporate goals, chain of command).
<b>E.5</b>	Utilize resources responsibly.
<b>E.6</b>	Identify and effectively use skills and materials needed for a particular task.
<b>E.7</b>	Accurately analyze information and respond appropriately.
<b>E.8</b>	Interact with others in a professional manner.
<b>E.9</b>	Analyze self-performance to better understand strengths and areas for improvement.
<b>E.10</b>	Seek out opportunities for advancement and improvement of personal skills and abilities.

# Strengthen Partnerships



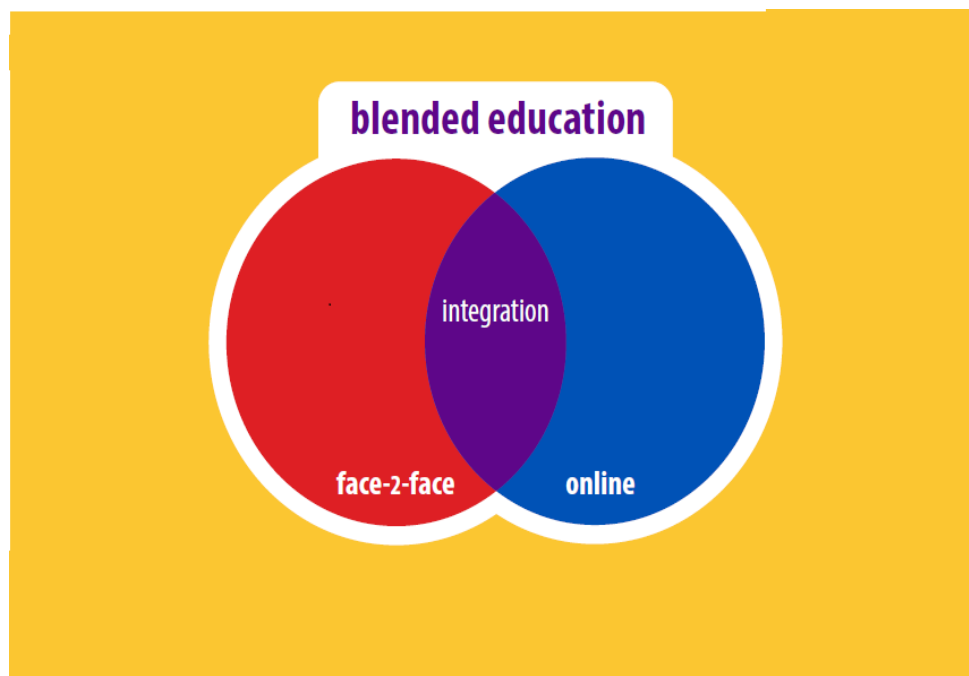


# Continuous improvements on **How**

## CONTEXTUALIZE



## BLENDED LEARNING



# Stackable Credentials



# When?





# Where are we?



# Where are we going?



# KYAE Skills U Resources

<http://kyae.ky.gov/educators/emplystndrds/index.html>

<http://lessonbank.kyae.ky.gov/>





# Mississippi Works Smart Start Career Pathway

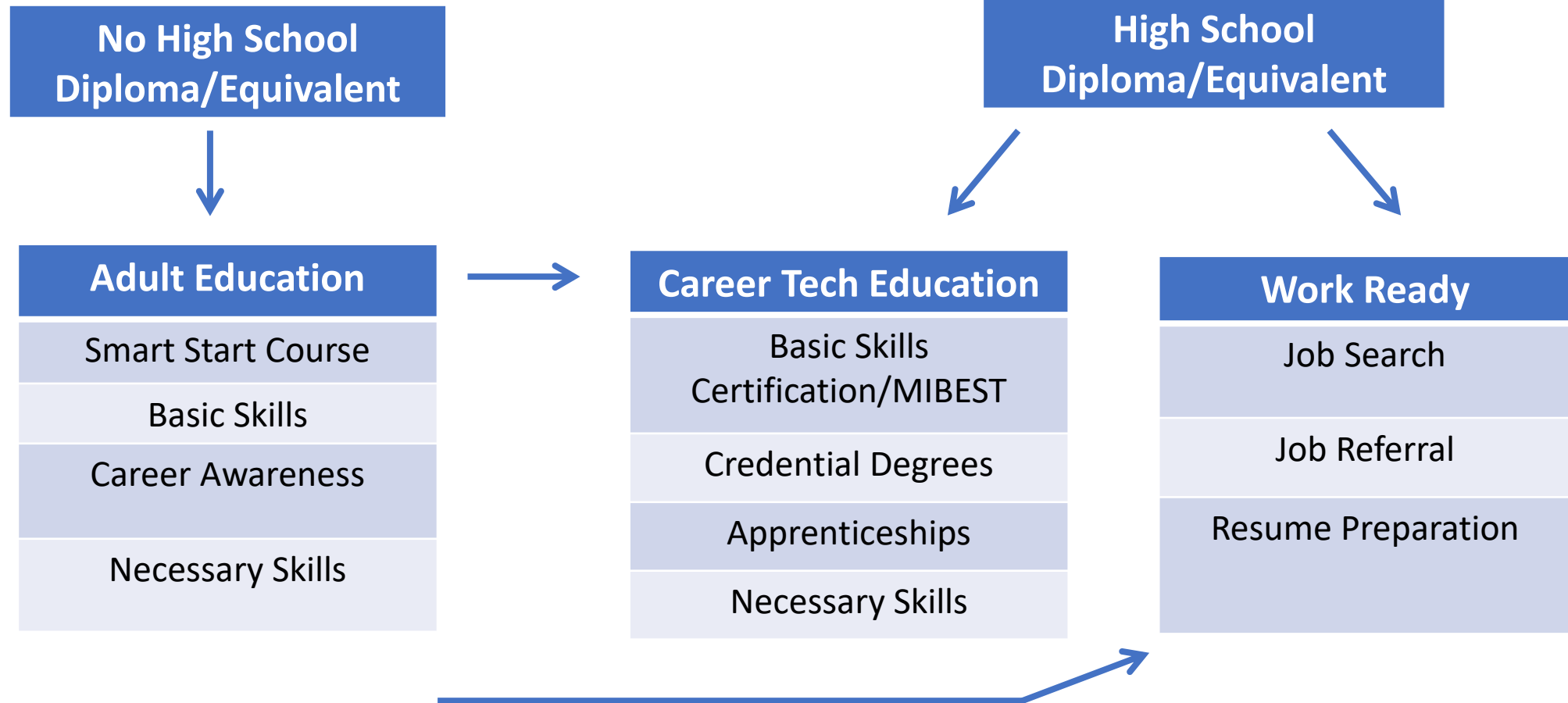
Sandy Crist  
State Director

# What is the Mississippi Works Smart Start Career Pathway?

- Avenue used to implement the State Combined Plan.
- “No Wrong Door” concept.
- Requires a close relationship among core partners, local agencies and staff.



# Smart Start Career Pathway Model





# Smart Start Course

## MS Adult Education Program

```
graph TD; A[Smart Start Course MS Adult Education Program] --> B[Basic Skills]; A --> C[Career Awareness]; A --> D[Necessary Skills];
```

### Basic Skills

Reading, Writing, Math

National Career Readiness  
Certificate (NCRC)

### Career Awareness

Career Counseling  
(Sector Strategies)

Job Search

Career Goals

Financial Awareness

### Necessary Skills

Communication

Teamwork

Work Ethic

Financial Awareness



## Internet-based learning system



### KeyTrain Foundation Skills

Trainability  
Transferable  
skills

### KeyTrain Career Skills

Soft skills in the  
workplace

### Job Search Skills

Resumes, Job  
Search, Job  
Applications  
Interviewing

### Career Exploration

Search careers  
by WorkKeys  
skills and interest  
areas



## Teach

Click *Teach* for classroom tools like presentations, handouts, and grading.

### Next up on your agenda:

There are no dates on the agenda for this class.

[Add assignments to agenda now](#)



## Calendar

View upcoming sessions and tasks in a calendar format.



## Reports

See data about student and class performance and progress.



## Setup

Work with students, classes, lessons and settings.



## Career Exploration

Search jobs by category and skill levels.



## Portfolio Browser

View and print portfolios for the students in this class.



## Announcements

Nothing new to say today!

# Viewing a Lesson and Topic: Interactive Lessons or Classroom Presentations & Exercises

The image displays two screenshots of the CareerReady 101 web application interface.

**Left Screenshot: Resume Design Exercise**

The interface shows a lesson titled "WRITING A RESUME - RESUME DESIGN & LAYOUT". The user is in the "PRACTICE" mode. The exercise is titled "WHAT IS WRONG WITH THIS RESUME?" and asks the user to "Proofread this resume carefully, then answer the question." The resume being proofread is for Mathew Franklin, located at 3223 Stevenson Street, Jackson, Mississippi 39228, with phone number (111) 123-4567 and email mfranklin@uacc.us.com. The resume includes a "Career Objective" (Seeking entry-level position as a line operator in the chemical processing industry) and "Personal Attributes" (Reliable - show up on time).

**Right Screenshot: Topic Page - Introduction to Resumes**

The interface shows the "CareerReady 101 - Syllabus Tree" with the user logged in as "Demo Instructor". The selected class is "Career Awareness". The "Curriculum Library" on the left lists various topics, with "Writing a Resume" expanded to show sub-topics: "Introduction to Resumes", "Resume Formats", "Resume Design & Layout", "Resume Sections", "Resume Builder", "Job Search Strategies", "Applying for a Job", "Interviewing Strategies", "Real-World Experience", and "Workplace Skills". The "TOPIC: Introduction to Resumes" section on the right states: "This topic is comprised of the following documents..." and lists three types of documents: "Classroom Documents" (a mix of Powerpoint presentations and handouts), "Teacher Documents" (associated files for preparation, planning, and grading), and "History" (keeps track of documents completed and gives quick access to grading). Under "Classroom Documents", there is a document titled "Intro To Resumes Presentation" (Power Point Presentation). A button "Start Interactive Self-Paced Lesson" is visible at the bottom.



**Instructor-Led Lessons include lecture guides, presentations, handouts and printable quizzes.**

The screenshot displays the Career Ready 101 web application interface. At the top, a blue navigation bar contains the logo and icons for Home, Setup, Teach, Calendar, Reports, and Support. Below the navigation bar, the selected class is "Career Awareness" and the user is logged in as "Demo Instructor".

The main content area is divided into two sections. On the left is the "Curriculum Library" with a tree view of topics. The "Resume Design & Layout" topic is selected and highlighted. On the right is the "TOPIC: Resume Design & Layout" section, which includes navigation links for "<< Previous" and "Next >".

Below the topic title, a heading states "This topic is comprised of the following documents:". Underneath this heading are three tabs: "Classroom Documents" (selected), "Teacher Documents", and "History".

The "Classroom Documents" tab displays a list of documents:

- Resume Design Layout Handout 1 (PDF Document)
- Resume Design Layout Handout 2 (PDF Document)
- Resume Design Layout Handout 3 (PDF Document)
- Resume Design Layout Presentation (Power Point Presentation)

At the bottom of the page, a note states: "• Classroom Documents are a mix of Powernpoint presentations and handouts."

# Career Ready 101 Class Reports

## Reports

[Student](#) • **[Class](#)** • [Group](#) • [Organization](#) • [System](#) • [My Reports](#)

### Attendance Report New!

See attendance records for all instructor-led sessions for this class. *Coming soon!*

### Progress Report

Generate a multi-sheet Microsoft Excel spreadsheet showing progress during a date range and selection of courses specified by you. Technically, since the product of this report is a spreadsheet of exported data, it is categorized as an Export. But we have included a link to it here because it serves as a powerful Report, too!

### Class Status Report

Student Status Reports for each student in the class - status of each course assigned including goal, score and time spent.

### Grade Book Report

Class pretest and final quiz scores by course and student in grade book format. Includes number of quiz attempts per student.

### Lesson Statistics

Average class scores for each course lesson, number of students completing each lesson, time spent by lesson and total time spent.

### Course Objective Analysis

Quiz results by level for selected courses: attempts, average class scores, number passed and failed. Optionally includes topic objectives and results.

### Class Detail Report

Assigned courses/lessons, last quiz date, status, scores/targets and number of quiz attempts.

### Class Roster

List of all students in a class

### Career Skills Analysis

Course/lesson objectives and outcomes and student quiz data for all students.

# Smart Start Course

## MS OAE SMART START PATHWAY COURSE

**Course Number and Name:**      **LLS 1722/RST 1312      Smart Start Pathway**

**Description:**      Students entering the Smart Start Pathway under the Workforce Innovation and Opportunity Act will be placed in this course. Students will enroll in the MS Works system and learn three components within the pathway: Career Awareness, Necessary Skills, and Basic Skills. They will develop the foundational skills needed for their careers, learn and practice good work habits and effective communication that is necessary in successful employment. Students will learn how to become prepared to learn new skills for future careers within their region's workforce sector, identifying the career components that are necessary for middle-skill employment. Students will complete the WorkKeys® assessments in Reading for

# Smart Start Course

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National Career Readiness  
Certificate (NCRC)

### Career Awareness

Career Counseling  
(Sector Strategies)

Job Search

Career Goals

Financial Awareness

### Necessary Skills

Communication

Teamwork

Work Ethic

Financial Awareness



# Smart Start Course

## 1. Basic Skills

- Reading, Writing, Math
- National CRC Preparation
- High School Equivalency



# National Career Readiness Certificate™ and WorkKeys®

- The National Career Readiness Certificate™ (NCRC®) is based on an individual's performance on three WorkKeys® skills assessments:
  - Applied Mathematics,
  - Workplace Documents, and
  - Graphic Literacy.
- Scores on these assessments determine the certificate level—bronze, silver, gold, or platinum—an individual can earn.

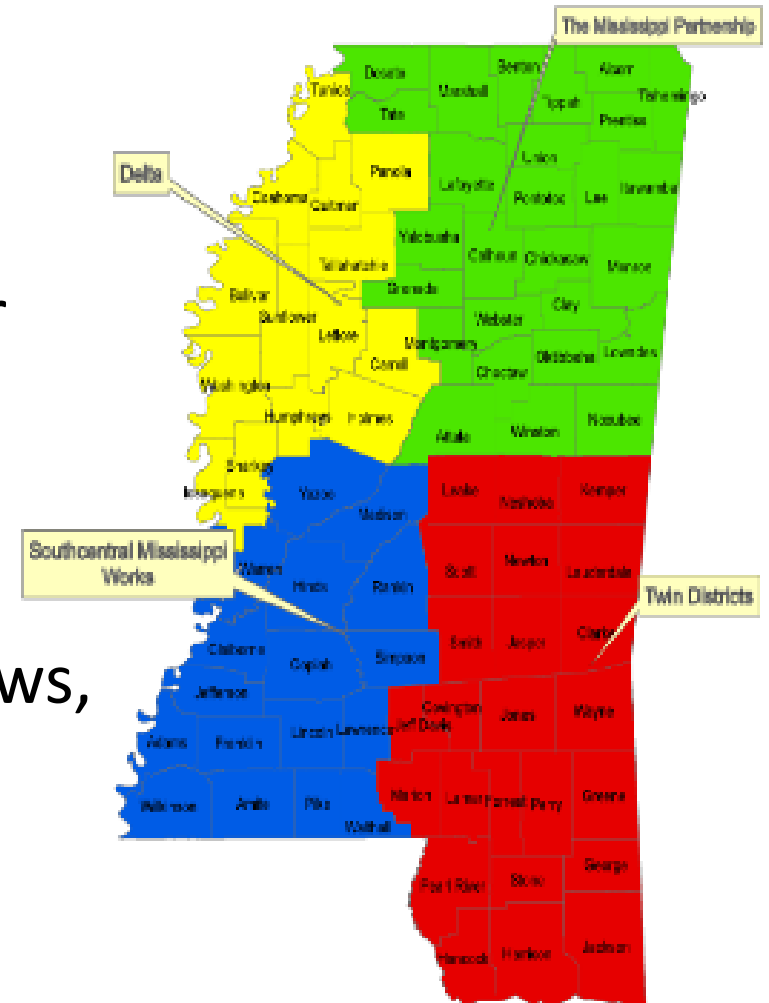
	 BRONZE	 SILVER	 GOLD	 PLATINUM
Certificates are awarded by achieving a minimum	<b>Level 3</b> score on all assessments.	<b>Level 4</b> score on all assessments	<b>Level 5</b> score on all assessments	<b>Level 6</b> score on all assessments
Skill levels demonstrate ability for	<b>16%</b> of jobs*	<b>67%</b> of jobs*	<b>93%</b> of jobs*	<b>99%</b> of jobs*
Sample Occupation Correlation	<ul style="list-style-type: none"><li>• Auto Body Repair Technician</li><li>• Veterinary Assistant</li><li>• Janitorial Supervisor</li><li>• Drywall Installer</li><li>• Pharmacy Aid</li></ul>	<ul style="list-style-type: none"><li>• Administrative Manager</li><li>• Head Cook</li><li>• Medical Assistant</li><li>• Engineering Technician</li><li>• Machinist</li></ul>	<ul style="list-style-type: none"><li>• School Counselor</li><li>• Pharmacy Technician</li><li>• Semi-Conductor Processor</li><li>• Business Executive</li><li>• Electrician</li></ul>	<ul style="list-style-type: none"><li>• Accountant</li><li>• Technical Writer</li><li>• Sales Manager</li><li>• Registered Nurse Manager</li><li>• Elevator Installer and Repairer</li></ul>

\*Approximate percentage based on jobs in the WorkKeys® occupational profile database.

# Smart Start Course

## 2. Career Awareness

- Learning about your career interests,
- Exploring career options and creating career goals,
- Resume writing,
- Conducting a job search,
- How to handle job applications and interviews,
- Developing career skills to succeed in the workplace.



# Smart Start Course

### 3. Necessary Skills

- Communication / Listening Skills
- Teamwork / Collaboration
- Goal Setting / Time Management
- Professionalism / Work Ethic
- Role of Employer / Role of Employee
- Conflict Resolution
- Financial Awareness / Life Skills





# Successful Completions

- Smart Start Pathway State Credential
  - approved and issued by the MCCB
- National Career Readiness Certificate NCRC
  - **Bronze - Minimum**
  - Silver – (Goal)
- High School Equivalency Diploma
  - or continued enrollment in HSE program.

Creating Student Portfolio for all of our students based  
on the Success Plan at entry into the pathway



# Small Group Breakouts: Please refer to the Session 1 Room Assignment for the location of your breakout group

## Questions for Small Group Discussion:

- 1. How do you ensure workforce preparation is available/integrated in provider instruction?
- 2. Are workforce preparation efforts stand alone or are integrated through contextualizing or another method?
- 3. Do you award a certificate? Or certificates (stackable)?
- 4. How do you efficiently and effectively integrate workforce preparation in your IET models?
- 5. How do/did you engage employers/employers' associations in specifying workforce preparation areas of interest, e.g., communication, digital literacy, etc.?
- 6. What policies have you put in place to ensure workforce preparation accompanies academic instruction?
- 7. Are there any other unique ways (outside of what's been discussed) in which states' providers are providing workforce preparation?

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## National Training Institute • November 14-17, 2017



Wednesday, November 15, 2pm – 5pm

Session 2

## WIOA One-Stop Partnerships

Presenter: Cheryl Keenan (OCTAE)

# Small Group Breakouts: Please refer to the Session 2 Room Assignment for the location of your breakout group

## Questions for Small Group Case Study Discussion:

Read your assigned case study and note any questions or observations that occur to you. Work with your facilitator in your small group and evaluate the case study considering the following questions:

- 1. Based on the information presented, what did you observe went well?
- 2. What information is missing or what questions does the case raise for you in terms of meeting the one-stop partnership requirements?
- 3. If this was a program in your state, what are some of the issues/problems you observed and their solutions?