

Job Corps Skills Training

Job Corps is a government job training program for low income young adults. Job Corps requires students learn skills in two areas: **1) Work Task Skills** are the skills you need to do jobs such as carpenter (cut lumber), hair stylist (give perms), or plumber (connect pipes). **2) Personal (or Personality) Success Skills** are skills you need in all jobs. This lesson describes the Personal Success Skills that Job Corps students need to learn in order to graduate. These are skills that are needed in all jobs.



Workplace Relationship Skills — Job Corps Graduates will know how to —

- Talk and act correctly around coworkers and supervisors.
- Deal with workplace situations in an honest and responsible way.
- Follow workplace rules and procedures (correct ways of doing things) including good attendance, being on time, and dressing correctly for the job.
- Know and follow safety rules.
- Support the company's goals (such as good customer service and correct sales skills).
- Keep good, positive working relationships coworkers, work team members, and supervisors.
- Follow directions of supervisors. Ask supervisor questions when unsure rather than remain confused.
- Create trust by not gossiping, and keeping information confidential (such as customer's cell number).

Interpersonal (Person-to-Person) Relationship Skills — Job Corps Graduates will know how to —

- Get along with others on the job.
- Do his/her fair share of the work when working in teams.
- Show respect to all cultures, viewpoints. Build friendships with those of different backgrounds, ages.
- Resolve (finds solutions to) situations with negotiation (talking out situation with others to find a good win-win solution that everyone thinks is fair).
- Know how to adjust to changing situations (for example, when supervisor request work be done in a different way or using different tools).
- Deal his/her emotions such as sadness, depression, frustration, and anger successfully **so that these emotions** do not wrongly affect others or the job.
- Recognize conflict. Think of ways to deal with conflict. Know where to find help to deal with conflict. Practice ways to find solution for conflicts.



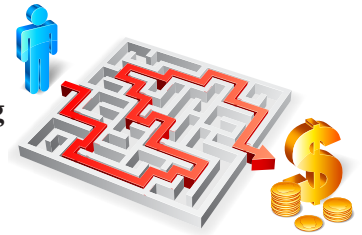
Personal Growth Skills — Job Corps Graduates will —

- Do actions that create self-confidence, and keep habits that create success.
- Make good decisions.
- Act with resilience (recover quickly from difficult situation) when getting negative (bad) feedback from supervisors.
- Act with humility (not getting “big head” or think you are better than others) when receiving positive (good) feedback from supervisors.
- Keep a healthy lifestyle by eating healthy, exercising, getting enough sleep, avoiding risky behavior, not participating in substance abuse, and keeping a happy personality.
- Act with self-respect (think: I am a good person) and positive self-esteem (think: I am a worthy person).

- Use problem-solving skills to overcome difficult situations.
- Develop a support network of family and friends that can offer advice and help when needed.

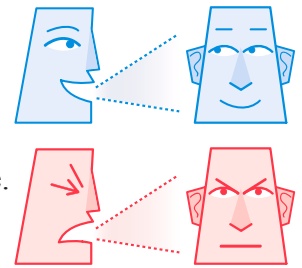
Career Planning Skills — Job Corps Graduates will —

1. Know how to set short- and long-term career goals.
2. Know how to do job research using: a) Internet — such as **mynextmove.org** b) community resources such as high school or community college Career Centers; c) CareerOneStop Centers (in the local city or on the internet).
3. Know how to find job openings using the internet, Career Centers, and State Employment Office.
4. Know how to make cold calls (visit employers to ask for job application using correct dress and speech).
5. Know how to answer interview questions.
6. Know how to create a resume, cover letter, find personal references, ask for letters of recommendation.
7. Know how to act before, during, and after an interview.
8. Know how to correctly leave a job.



Communication Skills — Job Corps Graduates will —

- Know how to use good communication skills to: a) solve problems; b) create friendships; c) avoid conflicts.
- Use correct words when talking to people in person or on the phone.
- Express ideas using spoken words, written words, and nonverbal body language.
- Can explain procedures (way and order of how to do something) to others.
- Show listening skills to let others know that they are heard and understood.



QUICK CHECK:

1. What is Job Corps?
2. a) Job Corps requires students to learn skills in what 2 areas? b) Describe difference between Personal Success Skills and Work Task Skills.
3. **Workplace Relationship Skills.** a) List your choice of 3 things Job Corps Graduates will know how to do. b) Define "procedures." c) Give 2 examples of company's goals. d) When do you ask questions? e) How do you create trust?
4. **Interpersonal Relationship Skills.** a) List your choice of 3 things Job Corps Graduates will know how to do. b) Define "resolve." c) Define "negotiation." d) Why must you learn to deal with your emotions?
5. **Personal Growth Skills.** a) List your choice of 3 things Job Corps Graduates will know how to do. b) Define "resilience." c) Define "humility." d) What do you think when you have self-respect? e) What do you think when you have positive self-esteem?
6. **Career Planning Skills.** a) List your choice of 3 things Job Corps Graduates will know how to do. b) What is the address of one internet site to use for job research? c) Define "cold calls." d) Give a reason why it is important for you to know how to correctly leave a job. e) Of the 8 Career Planning Skills, list 3 skills you would like to learn this year.
7. **Communication Skills.** a) Graduates will know how to use communication skills to do what 3 things? b) What do you let others know when you show listening skills?
8. **Listen, Talk, Read, Write, Body Language** Which of the 5 communication skills listed above do you think are most important for the job of: a) Restaurant Manager? b) Hair Stylist? c) Auto Mechanic? d) Truck Driver? e) Police Officer? f) Airplane Pilot?