

Today's Key Points



Key Point 1

Workplace success requires not only strong vocational skills, but mastery of a range of social skills (SOFT SKILLS) as well.



Key Point 2

Most employers have unspoken expectations which they seldom explain directly to new employees. These often conflict with the beliefs young workers use in their personal social lives.



Key Point 3

Youth have a tendency to use PERSONAL beliefs when judging WORKPLACE behavior. We must help them develop first AWARENESS, then new SKILLS.

More about "Beginning Workin' It Out"

The culture of the workplace can often seem like a foreign land to youth with little experience or exposure to its unspoken rules. Lacking an intuitive understanding of employer expectations, many young workers react personally rather than professionally to issues with coworkers and supervisors.

The "Beginning to Work It Out" training program addresses this problem by helping young workers develop the self-awareness and skills to successfully meet the interpersonal demands of the workplace. The program is available to instructors who complete a 2.5 day certification.

For more information about training in this program:

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Preparing At-Risk Youth



For Workplace Success

Helping young workers develop the skills to meet the demands of today's people-centered workplace

Dr. Steve Parese

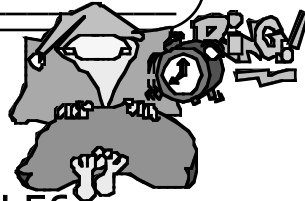
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What are "Soft Skills?"

Soft Skills: "Personal and interpersonal skills needed to successfully adjust to the SOCIAL environment of work."

Brainstorm soft skills needed to succeed in today's world of work:

1. _____
2. _____
3. _____
4. _____
5. _____



Essential Work Soft Skills:

CATEGORY

EXAMPLES

- | | |
|----------|-------|
| 1. _____ | _____ |
| _____ | _____ |
| 2. _____ | _____ |
| _____ | _____ |
| 3. _____ | _____ |
| _____ | _____ |
| 4. _____ | _____ |
| _____ | _____ |

Q: Why do youth fail to use important soft skills?

- A:**
1. S _____ deficit
 2. M _____ deficit
 3. C _____ incompatibility

Personal Beliefs Survey

Rate how strongly you believe in these statements in your personal life.

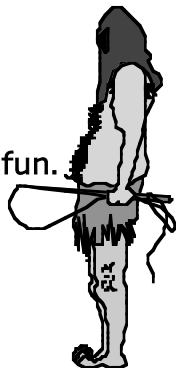
- 1: Not at all 3: Somewhat 4: A lot
 2: A little 5: Very Strongly

- _____ 1. Life should be fun.
- _____ 2. Family comes first.
- _____ 3. You deserve a break when you've worked hard.
- _____ 4. Friends should help each other out with problems.
- _____ 5. Personal appearance should be a personal decision.
- _____ 6. Don't let anyone push you around.

Unspoken Rules of Work

Every workplace has its WRITTEN policies and procedures.
 But there are also a number of UNSPOKEN RULES
 which employers believe they shouldn't have to explain.

- A. Work comes first. Don't let home issues get in the way.
- B. Do what you are asked to do, even if you don't want to.
- C. Do your best to fit in. Don't act or dress TOO different.
- D. Always stay busy, or at least LOOK busy.
- E. Work is work. Don't expect it to always be fun.
- F. Stay out of other people's problems.



Based on a survey of Denver, CO employers