

OBJECTIVE:	TIME:	LEARNING:
<p>To ensure that staff are fully informed of the activities and services in the Employment Function.</p> <p>Understand labor market information by:</p> <ul style="list-style-type: none"> <li>Knowing where to locate labor market information.</li> <li>Learning the importance of labor market information to the job seekers, employers and staff.</li> <li>Knowing how to use labor market information to provide relevant information to the job seeker to aid them in making realistic decisions.</li> </ul> <p><b>Table Coach Preparation:</b>                      Review labor market information in NCWorks Online and O*NET to be able to add additional information and resources to the material.</p>	<p>25 min</p>	<p style="text-align: center;"><b><u>Brainstorm Activity</u></b></p> <p><b>SAY:</b> Let's move to our Brainstorm Activity!</p> <p><b>SAY:</b> As I read the scenario, feel free to take notes about our job seeker.</p> <p><b>READ SCENARIO:</b> <i>Ms. Miller is considering a <u>career in sales</u> but wants to confirm that this is a good career choice for her. She wants a career that will <u>utilize her skills</u>, <u>match her personality</u>, and is one in which there are <u>plenty of job opportunities</u> and <u>room for advancement</u>.</i></p> <p><b>(Table Coach)</b> <i>In teams of 2, take about 10 minutes to decide what information you can get from researching labor market information to help Ms. Miller make a decision on a job. What options does she have? Take notes for when we come back together.</i></p> <p><b>Listen for:</b> <i>types of careers in sales, skills needed in those careers, whether those careers have a "Bright Outlook," wage information, O*Net – My Next Move, NCWorks Online, etc.</i></p> <p><b>ASK:</b> <b>What other activities, services or resources do you see on the map that would be helpful to Ms. Miller in meeting her goals and why.</b></p> <p><b>Listen for:</b> <i>Employment activities, develop service strategy/career action, current on LMI/Job Trends, Self Help Resources, On-on-One to talk about employment goals, Product Box, etc.</i></p>

**ASK:** What website can you introduce Ms. Miller to begin researching occupations that are on her list.

*Listen for:* NCWorks Online (career and skills search).

**ASK:** What is the benefit of Ms. Miller making notes about what she likes or dislikes about each occupation?

*Listen for:* She will not only be narrowing her list, but also building her knowledge about herself and clarifying what she wants out of work.

**ASK:** What other tools can we make sure Ms. Miller is aware of?

*Listen for:* O\*NET. It lists sales positions and job requirements. She could compare her interests, skills to items listed there.

*We can have Ms. Miller prioritize what is important to her in a career and add information she finds about specific careers.*

**SAY:** After searching through several careers and job requirements, Ms. Miller finds a couple of jobs in pharmaceutical sales.

**ASK:** What are some aspects of the pharmaceutical sales job that might not fit in her skill set or be impossible for her at this time?  
*These can also be considered as possible barriers.*

**Listen for:** Sales jobs that require travel, community engagement, specific educational levels, long hours, commission.

**ASK:** What are options Ms. Miller can take to close these gaps?

**Listen for:**

- Network in the medical field
- Talk to local pharmacists
- Take on-line courses
- Talk to her personal physician
- Volunteer at medical events
- Return to school to complete additional courses needed to fulfill the requirements of the job.

**(Table Coach:** Recap, focusing back on objectives.)

**SAY:** Great job everyone!

TABLE COACH NOTES:	TIME:	LEARNING:
	20 min	<p style="text-align: center;"><b><u>OPTIONAL - Brainstorm Activity</u></b></p> <p><b>SAY:</b> You all did such a great job with Ms. Miller, let's assist Ms. Hernandez!</p> <p><b>SAY:</b> As I read the scenario, feel free to take notes about our job seeker.</p> <p><b>SAY:</b> One thing I want to mention is that it is important to always be sensitive to a jobseeker's interests. They may be very excited about a particular career choice but it might not be the best career choice for them.</p> <p><b>(Table Coach)</b> Help them realize this by encouraging the use of NCWorks and O*Net to help them find the best career that meets their education and skills.</p> <p><b>READ SCENARIO:</b> Ms. Hernandez, who is bilingual, is a <u>recent college graduate from the University of (local university)</u>. <u>She is 21 years old and has obtained a degree in Marketing</u>. She is <u>looking for a career in her major and is open to relocating</u>. While in college, she worked <u>part-time at Kohls and a 6-month internship at a fashion studio</u>. She really enjoyed working at the fashion studio.</p> <p><b>(Table Coach)</b> In teams of 2, take about 10 minutes to decide how you will assist Ms. Hernandez in researching labor market information to help her find the best career choice for her. List options she might consider taking. What other information will you gather <u>from</u> her? Take notes for when we come back together.</p>

**Listen for:** what industries she might be interested in, whether those careers have a “Bright Outlook,” wage information, etc.

**(Table Coach)** Have each team give their responses. Use the information below, if need to for further discussion.

**ASK:** What website can you introduce Ms. Hernandez to to begin researching occupations that she might be interested in?

**Listen for:** NCWorks Online (career and skills search). O\*NET, Mi Proximo Paso, a Spanish language version of My Next Move that enables Spanish speaking career explorers and job seekers to search over 900 different careers.

**ASK:** Again, what is the benefit of Ms. Hernandez making notes about what she likes or dislikes about each occupation?

**Listen for:** She will not only be narrowing her list, but also building her knowledge about herself and clarifying what she wants out of work.

**ASK:** What other tools can we make sure Ms. Hernandez is aware of?

**Listen for:** O\*NET. It lists sales positions and job requirements. She could take an interest inventory and compare her interests, skills to various jobs. (My Next Move).

We can have Ms. Hernandez prioritize what is important to her in a career and add information she finds about specific careers.

**SAY:** After searching through several careers and job requirements, Ms. Hernandez finds a couple of jobs as a *Sales Representative in a retail store*.

**(Table Coach)** *Sales Representatives deal primarily with businesses and government organizations. They represent manufacturers, wholesalers or technical companies in either inside sales or over the telephone, or outside sales, traveling to meet clients in person. According to the U.S. Department of Labor, employment of sales representatives will grow by 7% during the decade ending in 2018. Applicants who possess college degrees, technical expertise and excellent interpersonal skills will enjoy the best job prospects.*

**ASK:** What might be some of the duties of this position?

**ASK:** What are some aspects of this *Sales Representative* job that might not fit in her skill set or be impossible for her at this time? These can also be considered as possible barriers.

**Listen for:** *Sales jobs that require travel, community engagement, specific educational levels, long hours, commission.*

**ASK:** What are options Ms. Hernandez can take to close these gaps?

**Listen for:**

- Network in the sales field she is interested in
- Talk to local businesses
- Take on-line courses
- Return to school to complete additional courses needed to fulfill the requirements of the job.

**ASK:** What other activities, services or resources do you see on the map that would be helpful to Ms. Hernandez in meeting her goals and why.

**Listen for:** Employment activities, develop service strategy/career action, current on LMI/Job Trends, Self Help Resources, On-on-One to talk about employment goals, Product Box, etc.

**(Table Coach)** Recap, focusing back on objectives.

**SAY:** Great job everyone!