

Mass Workforce Issuance

Workforce Issuance No. 12-61

☐ Policy ☒ Information

To: Workforce Investment Board Chairs
Workforce Investment Board Directors
Title I Administrators
Career Center Directors
Title I Fiscal Officers
DCS Operations Managers

cc: WIA State Partners

From: Alice Sweeney, Acting Director
Department of Career Services

Date: November 20, 2012

Subject: Office of Disability Employment Soft Skills Curriculum for Young Workers

Purpose: To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of soft skills curriculum, "Skills to Pay the Bills" available through the U.S. Department of Labor's (DOL) Office of Disability Employment Policy.

Background: On October 26th, 2012, DOL's Office of Disability Employment Policy released An announcement, resource links and a series of free video vignettes, as part of its "Skills to Pay the Bills: Mastering Soft Skills for Workplace Success" curriculum.

Youth services programs, educators and others helping young job seekers prepare for employment are encouraged to view, display, share and lead discussions about the videos, which aim to help all youth, including those with disabilities, develop and strengthen six essential skills needed to succeed in today's workforce: communication, networking, enthusiasm and attitude, teamwork, problem-solving and critical thinking, and professionalism.

Although employers have identified these skills as being among the most important competencies young workers need, three-quarters of those participating in a survey by the Conference Board, Corporate Voices for Working Families, the Partnership for 21st Century Skills and the Society for Human Resource Management ranked new high school graduates as deficient in soft skill areas.

The videos explain what soft skills are, why they matter, and what young workers and job seekers can do to improve them.

The launch of the video series coincides with National Disability Employment Awareness Month, an annual observance to raise awareness about disability employment issues as well as to celebrate the many and varied contributions of America's workers with disabilities. This year's theme is "A Strong Workforce is an Inclusive Workforce: What Can YOU Do?"

To learn more about NDEAM activities, visit <http://www.dol.gov/odep/topics/ndeam/>. To download fact sheets and activities from ODEP's soft skills curriculum, visit <http://www.dol.gov/odep/topics/youth/softskills/>. The free video vignettes are available at <http://s.dol.gov/XH>,

Action

Required: Please disseminate this information and assure all appropriate staff and partners are aware of its availability as a resource.

Inquiries: Questions related to this curriculum should be directed to Bennett Gamble or Laura McGinnis at (202) 693-4667 or x4653 referencing Release Number: 12-2156-NAT.