



## ***Workplace Skills for 2012 Youth Program Information Sheet***

**McHenry County Workforce Network is asking for your professional expertise to help in planning, winning funding for, and successfully launching *Workplace Skills for 2012* - a youth work readiness program!** We are in the planning/writing stages of a grant proposal to the McHenry County Community Foundation, for which a Letter of Intent is due to our Workforce Investment Board (WIB) for approval on November 16.

A 2011 Blueprint for Jobs Report published by the HR Policy Association included the following data from their Conference Board:

<b>Basic Skills</b>	<b>Percent of Employers Who Say Skill is Deficient in High School Graduates</b>
Writing in English	72%
Mathematics	53.5%
Reading Comprehension	38.4%
<b>Applied Skills</b>	
Written Communications	80.9%
Leadership	72.5%
Professionalism/Work Ethic	69.6%
Self Direction	58.2%
Oral Communication	52.7%
Teamwork/Collaboration	34.6%
Information Technology	21.5%

The Bureau of Labor Statistics' USDL-11- 1246 News Release states, "This year [2011], the share of young people who were employed in July was 48.8 percent, the lowest July rate on record for the series, which began in 1948." **Helping to prepare our McHenry County youth to become work ready is critical in our current economy!**

***Workplace Skills for 2012*** will focus on four skill areas: Communication Skills, Decision-Making Skills, Interpersonal/Social Skills, and Soft Skills. Additionally, youth will be assessed for their current computer skill level. We propose 4 full days of training, including:

- **Communication Skills:** Reading for information, written communication, verbal communication, and active listening
- **Decision-Making Skills:** Applied mathematics, problem solving, decision making, using information and communications technology, researching/locating information
- **Interpersonal/Social Skills:** Guiding others, conflict resolution, cooperation, advocating/influencing, proper work demeanor, customer service
- **Soft Skills:** Accountability, dependability, consistent attendance, punctuality, appropriate attire
- **Computer skills:** Assessment of current level/aptitude

A 5th day will include three Work Keys exams – Reading for Information, Applied Mathematics, and Locating Information – which will allow the youth to earn their National Career Readiness Certificate. Our hope is to then place each youth with a McHenry County employer in a 5-day internship. Youth will thereby have the opportunity to practice their work readiness skills in a real world working environment.

Please contact the Youth Staff at our Workforce Network Youth Center on the Square in Woodstock if you have any questions or desire further information at (815) 206-5201 or email Barbara Billimack ([bbillimack@co.mchenry.il.us](mailto:bbillimack@co.mchenry.il.us)) or Tracy Butler ([tlbutler@co.mchenry.il.us](mailto:tlbutler@co.mchenry.il.us)).