

Skill Program-update-03102020

Back-Ground:

Our pre-employment program is designed to give young adults, who dropped out of school or have graduated HS but have little direction, the life skills and attitude to become part of the community. The program is designed to include the community and business partners to ensure success for the individual. Needs of the young adult will be assessed, such as transportation, family commitments, legal and others to make the training possible and successful.

We look for young adults that have:

- a positive Attitude:
- Will to try things
- Have confidence in themselves
- See the good in others

"I didn't value experience as much as character, creativity, and common sense, which I suppose was related to my having started Bridgewater two years out of school myself, and my belief that having an ability to figure things out is more important than having specific knowledge of how to do something" ... Dalio, Ray. Principles: Life and Work

[Documentation of the complete course](#)
[PowerPoint Overview \(pdf\)](#)

Are we creating another category of worker? Thinking tech. (Thinking Tools)?

Mindset thinker ... customer, engineering
Process designer



Business thinker... How is business structured & roles
 leadership
 Teamwork
 Problem solver
 Decision maker
 Change management
 Use of business thinking tools; Info.-mapping, math (algebra, tables),
 Balanced scorecard, Flow diagrams.
 Technology future direction ... AI, Robots, Internet of things & Analytics

We are creating a new kind of employee... with Ownership mindset

- Customer focus & process design
- End to end design
- Inter-personal skills/ team player/ problem solver
- Able to handle constructive criticism
- Focus on hard work and results
- Desire to learn and excel
- Team-work and thinking outside the box
- Good communications and non-verbal skills
- Eager to work out issues
- Thinking skills (Critical & Creative thinking, Questioning and System thinking)
- The bigger the problem the bigger the opportunity

From our experiences in business & education, we have created a curriculum and training program that sifted out the manual part of work and created thinking employees with unique mindset thinking and life-skills to be productive in your organization. These are the people that AI & Robotics will last replace.

Title	Activity
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Description	Pre-employment training for individuals to join the workforce with needed life-skills
LEARNING OUTCOMES / OBJECTIVES	<ul style="list-style-type: none"> • Life- long learner skills • Join the work force with a positive attitude. Ownership and engineering mind-set.
Weekly Schedule	16 weeks; 5 days/week; 7 hours/day Classes, 4 weeks is solving a community problem
Course Rubrics Standards, learning targets	Three areas of learning targets Knowledge ... Content Skills ... Processes, trainability assessment Reasoning Thinking skills, character development
Course Expectations	Students will develop skills to be part of a workforce with a positive attitude of seeing problems as opportunities creating a joyful work environment
The right kind of people	Will be focused not on the boss but on the customer; Not on individual performance but on team performance; Not on the task Not on the task but on the outcome
Converting workers into professionals Self-directed workers self-directed	This is what we mean when we talk about, a hybrid breed of employee who not only does the work but manages the work as well, with all the requisite decision-making authority, responsibility, and accountability that implies. Faster, Cheaper, Better
Attitude and Aptitude	A process-centric organization doesn't worry a lot about skills and experience. Instead, it takes the approach "draft the athlete, teach the game." In other words, hiring for attitude and aptitude becomes the strategic approach to finding





	the right individuals for an organization. The mechanics of the various jobs can be taught easily
Ideal candidate	<p>People with the kinds of backgrounds that indicated they were highly motivated and had the ability to learn new ways of doing things</p> <p>The ideal candidate would have two outstanding qualities, known colloquially as “plays well with others” and “runs with scissors.” Teamwork and the ability to think outside the box are critical but often scarce attitudes.</p>
Has Two Voices	<p>A voice of the business ... need to operate efficiently</p> <p>A voice of the customer ... What the customer wants and will pay for</p>
<p>What Is a work force centric culture?</p> <p>see project academy culture statement</p>	<p>Seeing the work environment as a place to learn</p> <p>Grow professional Grow professionally as if you’re in your own business</p>
<p>Our focus is on skills, regardless of where or how they’re obtained.</p> <p>Building a skills-based labor market requires a commitment to being:</p> <p>Locally Supported: Incorporate local</p>	<ul style="list-style-type: none"> • Ecosystem Focused: Engage with existing players to create a skills-based labor market • Skilled-Worker Centric: Design initiatives to reach and support job seekers who have completed high school but do not have a college degree • Evidence Based: Create and iterate approaches based on research and experience with partners across the labor market • Partnership Oriented: Collaborate with existing players to pursue the fastest, most effective path to change



support and human connections to change behaviors

• **Technology Enabled:** Harness the technologies and data transforming the economy to help companies and workers thrive

Skills

Scared Thoughts	Elements
Wisdom: good decisions and taking the path that provides value to all (society)	Thinking skills (creative, critical, system), SEL learning, Decision making, Reflection
Community: People and relationships count	Listening skills, communication skills, teamwork, Interpersonal skills, Relationship
Social justice: leaving the world a better place than you found it	Problem solving skills, positive outlook, curiosity, Process skills
Purpose: Sense of direction that you achieve, the goals you set	Put first things first, Pro-active outlook, Begin with the ends in mind, and Win-win for all, Time-management, Project planning

Class room activities: *Our instruction is based on project based learning vs "caulk & talk" learning. Doing project & infusing life skills*



Major skills in each process:

Process	Skills
Ice breaker/ Intro.	Greeting skills, Eye contact, Non-verbal skills, Positive attitude, Questioning, Assessing the situation
Your strengths & Attitude	Valuing yourself, attitude, confidence, Social & Emotional learning, your goals
Forming the team	Diversity, Values of a culture, Time management Listening skills, Collaboration, Character development, Negotiation
Picking the project	Teamwork, Handling adversity, Decision making, Project planning, Scheduling
Research & planning	Measurements, project goal setting, Scheduling
Problem solving	Thinking skills. Self-reflection Problem-solving structure, Brainstorming, Decision making, Sorting
Testing & writing	Feedback, Iterations, Communication (without phones) Elevator pitch,
Public dialogue/ Celebration	Meta-cognition, Presentation skills, Communications, Info-mapping



Me		Fun
Project-Academy		Values
You	You-You	work together
Team	Roles	You-Community
Solve the problem	Assessment/Reflection	Rubrics
Ownership-of-your-outcome		

ICE BREAKER / INTRODUCTION		Greeting skills
Non-verbal skills	Positive attitude	Eye contact
Questioning	Assessment & Reflection... What did we learn about ourselves & The roles we took?	
	Working together	Goals for the course
	Fun	Benefits of working together
Form 4/5 people teams to do Spaghetti tower. Have instructions and supplies, Time limit, highest standing with a marshmallow		

YOUR STRENGTHS & ATTITUDE		
	Confidence in your outlook	Social & Emotional learning
Valuing yourself	Assessment & Reflection... What did we learn about ourselves ; Setting up our goals for the program	
Self-awareness	Begin Branding Yourself	Social Justice & Community
Self-Management	Success is in small steps	Relationship Skills
Discuss your strengths that we can build on. Look at 10 step assessments of a positive attitude		



FORMING THE TEAM Team Charter: It spells out the team's mission, scope of operation, objectives, consequences, and, if applicable, time frame		
Collaboration	Time management	Negotiation
Listening skills	Assessment & Reflection... Seeing the good in all of us. May not love the person, but they are a human being	
Communication Skills	Make your teammate successful.	Empathy
Create a Culture: Norms, Language, Symbols, Rituals, Values		Diversity
Description of training: How are we going to work together? What do I bring to the team? Similarities to Sports Team		

PICKING THE PROJECT		Project Planning
	Root cause Analysis	Scheduling
Decision Making	Assessment & Reflection... My passion, Interest, Dealing with others, Trust	
Problem Framing	Taking Personal risks	Teamwork
Challenge Assumptions	Gathering Facts	Handling Adversity
Description of training: The Problem Is To Know What the Problem Is		

RESEARCH & PLANNING		Measurements
		Scheduling
project goal setting	Assessment & Reflection... How will we define the success of the end product	
	Deliverables	Gantt Chart
Description of training: What are the requirements for the end product?		

PROBLEM SOLVING:		Sorting
Brainstorming	Critical Thinking	Creative Thinking



Process: Iterate	Assessment & Reflection How we can build from different ideas	
Brain Writing	Shaping: Mundane, Innovative, Magical	Safety Concerns
Decision making: Musts/ Wants	Reflection	Problems as Opportunities
Description of training: Teamwork to develop a few solutions to the problem using the problem solving process		

TESTING & WRITING		Create the Elevator pitch
Does it make sense?		
Feedback from others	Assessment & Reflection... Learn from our mistakes	
Iterations	Metacognition	
Description of training: Try out ideas with others, write the elevator pitch		

PUBLIC DIALOGUE/ CELEBRATION		Engage the Community
	Presentation skills	Family
What have we learned	Assessment & Reflection... Learning can be fun	
Team Reflection	Info-mapping Data	Planning the next phase
Description of training: Preparing for the meeting and writing down our thoughts		





FOLLOW-UP MONTHLY SESSIONS		Positive Results
On-Line	Assessment & Reflection... about ourselves	What did we learn
Smiling		
Description of training		

