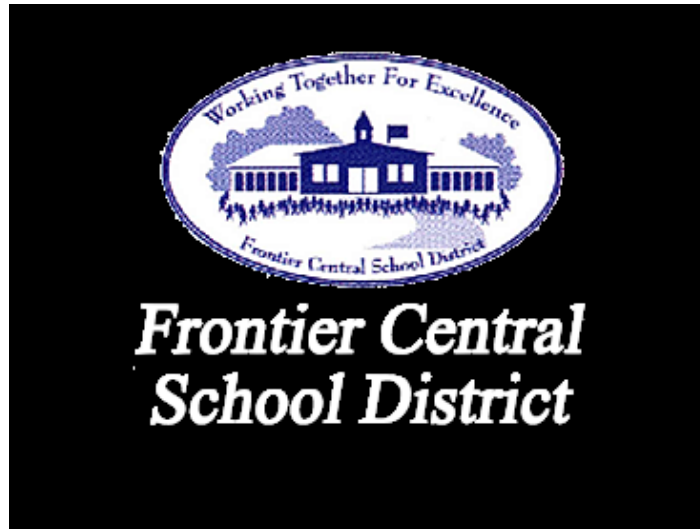


Building Career Skills

March 8, 2016



BNHRA– Workforce Readiness

- ▶ **Laura Devine**
 - Director of HR Services, EBC, Inc
- ▶ **Mindy Cervoni**
 - President and CEO, Community Services for the Developmentally Disabled
- ▶ **Peter Beyette**
 - Strategic Growth Coach & Business Advisor



Personal Qualities & People Skills

- ▶ Positive Work Ethic
- ▶ Integrity
- ▶ Teamwork
- ▶ Self-Representation
- ▶ Diversity Awareness
- ▶ Conflict Resolution
- ▶ Creativity and Resourcefulness

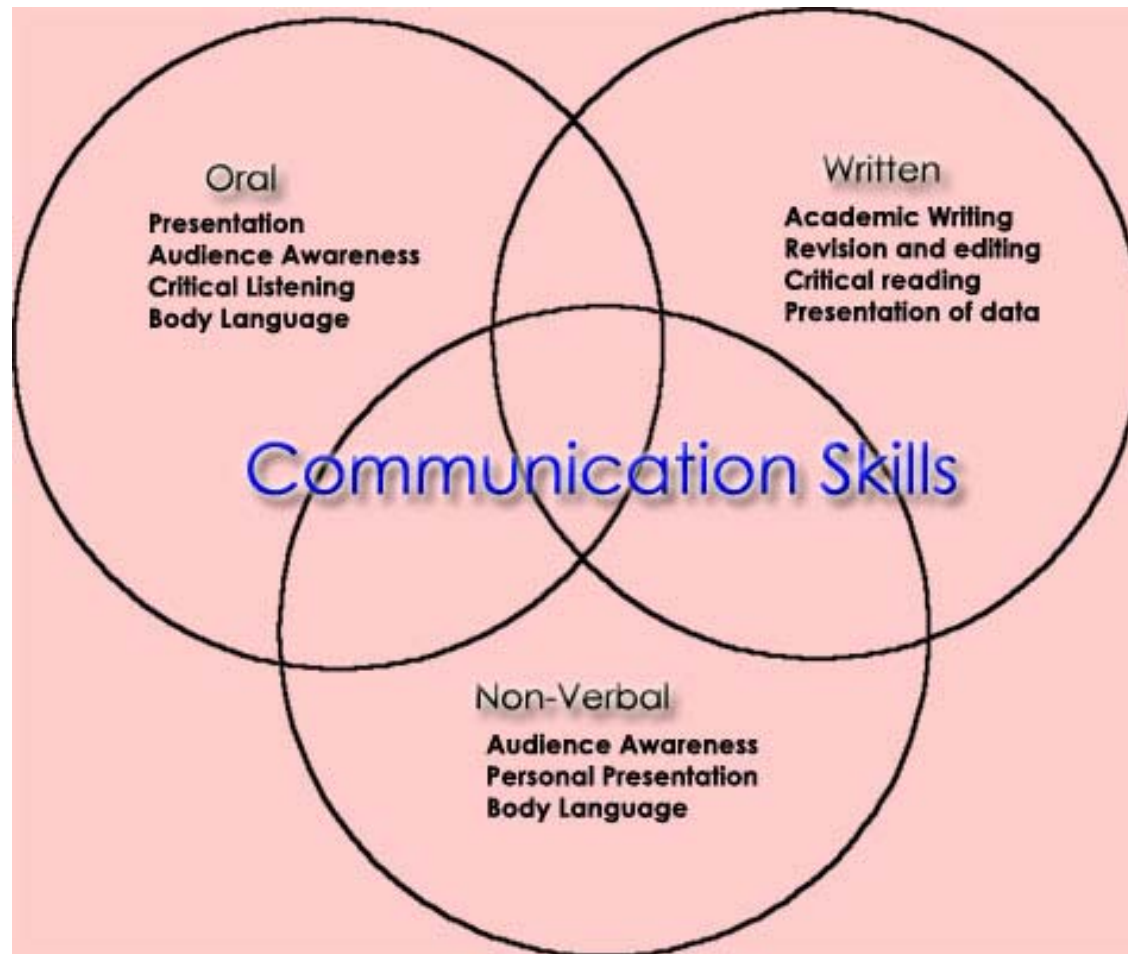


Professional Knowledge & Skills

- ▶ Speaking & Listening
- ▶ Reading & Writing
- ▶ Critical Thinking and Problem Solving
- ▶ Lifelong Learning
- ▶ Time and Resource Management
- ▶ Job-Specific Mathematics
- ▶ Presentation Skills and Customer Service

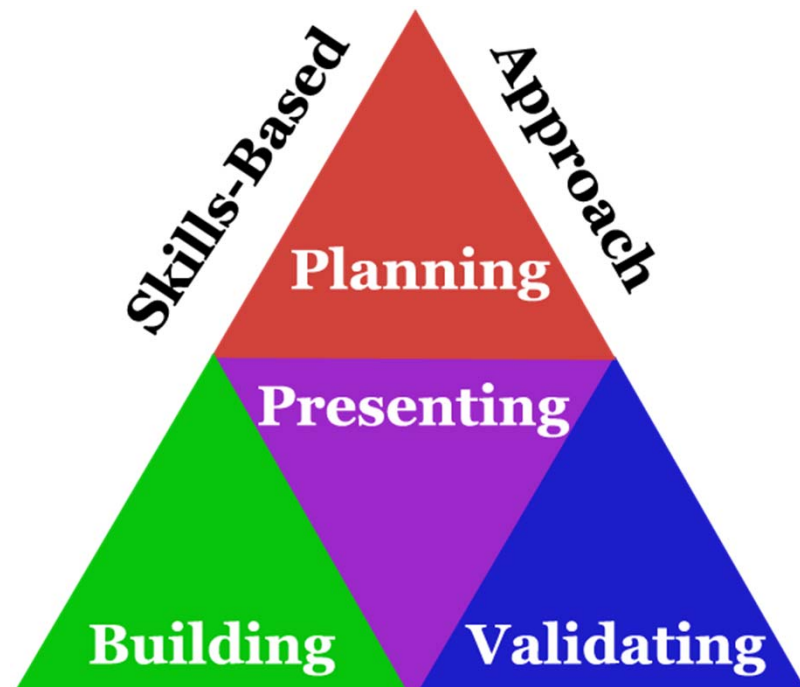


Speaking and Listening



Speaking and Listening

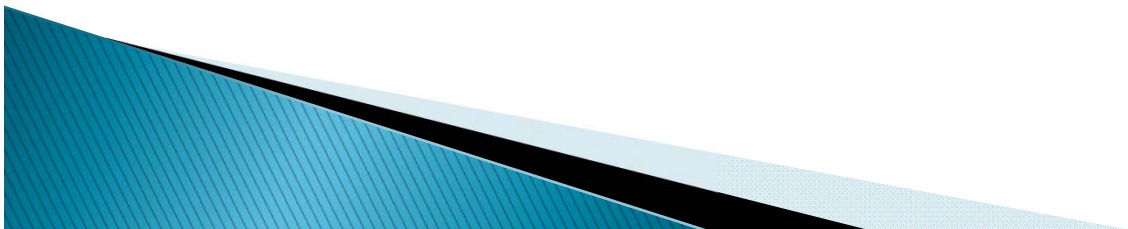
- ▶ Enthusiasm
- ▶ Attitude
- ▶ Presentation Skills



Reading and Writing

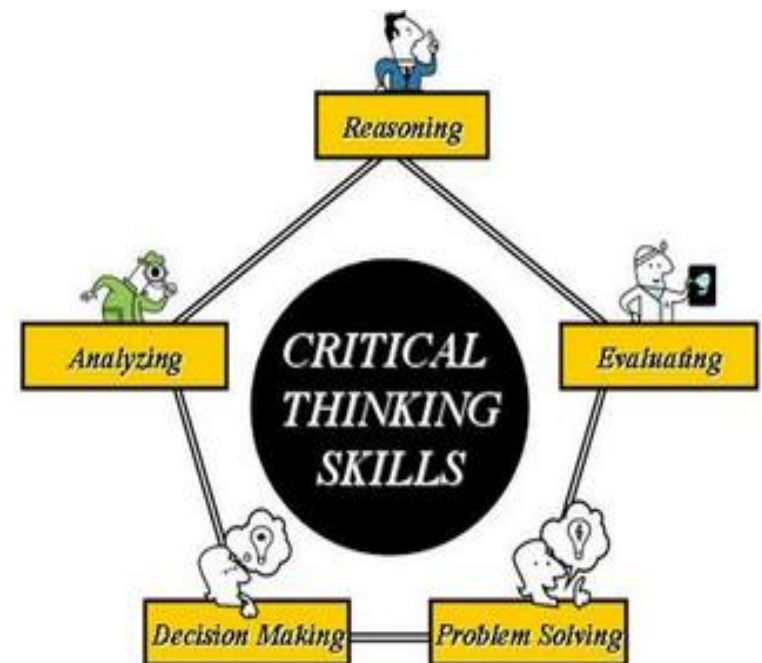
- ▶ Spelling and basic grammar
- ▶ The National Center for Education and Economy research shows that in order for students to read successfully at the 11th and 12th grade level, students must have four capacities:
 - The ability to read complex texts in unsupported environments;
 - The capacity to process, retain and synthesize large amounts of new information;
 - Significant reading experience in a wide range of content areas; and
 - The ability to read and understand tables, charts, maps, lists and other documents that supplement the prose in many college texts
- ▶

Carter, Carol "Reading Skills: A Key to Short- and Long-Term Career Success" Web blog post.
HuffPost the Blog, 06/05/2013



Critical Thinking and Problem Solving

- ▶ Communicate effectively, generate ideas, and demonstrate skill in the field
- ▶ Suggest possible solutions to a problem; not just the issues



Lifelong Learning

- ▶ Learning Communication Styles of Others
- ▶ Emotional Intelligence
 - Emotional awareness– identify your own emotions and those of others
- ▶ Networking
- ▶ Teamwork
- ▶ Continuing Education



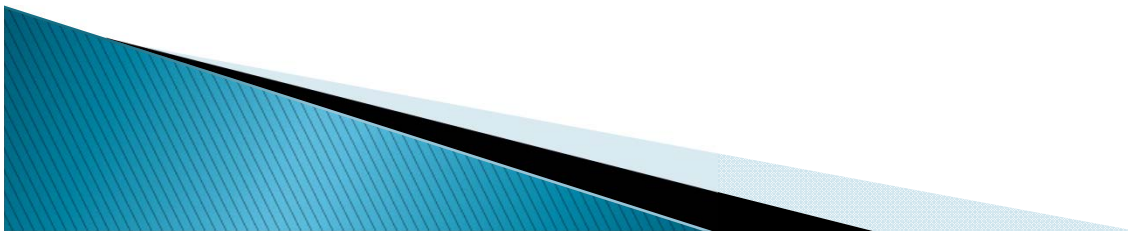
Time and Resource Management

- ▶ Efficient use of time
- ▶ Willing to go the “extra mile”



Job-specific Mathematics

- ▶ Prospects for STEM jobs
- ▶ Making decisions and reasoning
- ▶ Retail Math
- ▶ Obtaining, analyzing and reporting accurate financial information



Professionalism and Customer Service

- ▶ Polite, punctual, team player
- ▶ Appropriate cell phone use
- ▶ Eye contact
- ▶ Accountability
- ▶ Empathy and relatability
- ▶ Personal appearance



Steps to Success: Getting the Job

- ▶ Resume
- ▶ References
- ▶ Application
- ▶ Interview
- ▶ Cover Letter
- ▶ Thank You Letter
- ▶ Completing tax forms

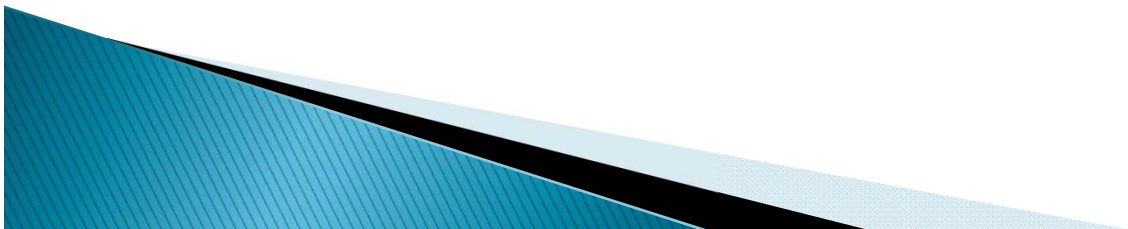


Developing Tomorrow's Leaders



Community Groups

- ▶ Buffalo Niagara Human Resources Association
- ▶ Buffalo & Erie County Workforce Investment Board, Inc.
- ▶ Western NY Association of College Career Centers (WNYACCC)



Conclusion

- ▶ Questions

