



**Discover O*NET:
The Language of Occupational Intelligence
Train-the-Trainer Certification**

Seminar Description

Overview: "Discover O*NET: The Language of Occupational Intelligence," is the third O*NET training curriculum and complements the "Value of O*NET" and the "O*NET Quick Start" training sessions that have been delivered across the nation. Discover is designed to demonstrate the features and benefits of O*NET and emphasizes its application in core work processes such as: job order taking, placement, assessment, counseling and training referrals.

Target Audience: The curriculum will be delivered in your state in a train-the-trainer format. Its goal is to train a group of trainers/mentors in each state so they, in turn, can roll out the curriculum to colleagues and front-line staff. This training is designed for quick learners/early implementers who adapt to change quickly and can serve as mentors to those around them. This could be an office manager or the resource room lead, as well as your official staff training team.

Learning Objectives:

At the completion of Day 1 of this seminar the participants will be able to:

- Define O*NET and describe its features
- Identify potential users of O*NET and how O*NET benefits each user group
- Identify and describe the 12 One-Stop customer interactions and how O*NET supports them
- Identify O*NET as the common language for workforce development
- Identify and describe the six major domains in the O*NET Content Model
- Navigate through O*NET OnLine to perform occupation and skills searches; obtain a snapshot, details, and the related occupations of a specific job; and explore other key features
- Use O*NET to locate resources and information to assist customers in real-world applications

Program Length: Day and a half

Maximum Class Size: Recommend no more than 2 participants per computer. Recommend a maximum of 24 students per class.

Room Setup: LCD computer projector and screen and Pentium computers with Internet connectivity.

Day 1 Content Outline

During Day 1 participants will complete the Discover O*NET classroom training in its entirety, so as to ensure their ability to replicate the training for front-line staff following certification.

Module 1 (30 min)

Training Overview

- Opening
- Welcome
- Introductions
- Training Agenda and Learning Objectives
- Classroom Exercise

Module 2 (1 hr)

O*NET Overview

- What is O*NET? (features)
- Who uses O*NET? (users and benefits)
- Why do you need O*Net to do your job?
- 12 Customer Interactions
- O*NET-SOC
- The Common Language of O*NET
- O*NET Content Model

Module 3 (1 ½ hrs)

O*NET OnLine Guided Tour

- Job Order Intake Using the DOT
- Guided Tour of O*NET OnLine using Computer Programmer Job Order
- Small Group/Hands-On Exercise: Use O*NET OnLine to write a new job order for a Computer Programmer
- Guided Tour of Other Key O*NET OnLine Features
- Search Exercises to Explore O*NET OnLine

Module 4 (2 ¾ hrs)

O*NET Real-World Applications

- O*NET Case Scenarios
- Overview of Various Users and Customers of O*NET
- Complete 3 Case Studies Using the Various Components of the Database
- Role Play Exercise

Module 5 (15 min)

Tying in All Together!

- Q/A Period
- Training Summary
- Seminar Evaluations

Day 2 Program Content: Train-the-Trainer

During Day 2 participants will learn about the Discover O*NET self-study course (provided on CD-ROM), and explore methods for combining self-study, mentoring and classroom training session in developing an effective strategy to “roll-down” O*NET training in their State and/or local offices.

Learning Objectives:

At the completion of Day 2 of this seminar the participants will be able to:

- Identify preparation requirements and resources needed to effectively deliver Discover ONET training.
- Identify uses for the CD-ROM component
- Determine training audiences and develop strategies for training delivery.
- Have an action plan for rolling out Discover O*NET

Module 1 (45 min)
Training Overview

Module 2 (45 min)
Preparation and Facilitator’s Resources

Module 3 (30 min)
Other Options for Training Delivery

Module 4 (1 hr)
Training Strategies and Action Planning

Module 5 (15 min)
Close and Feedback