



O*NET™ Career Exploration Tools: Assessment Training

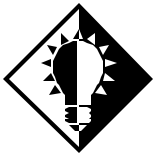
Seminar Description

Overview:

This classroom-based program will teach One-Stop Center personnel how to effectively use the *Interest Profiler* and *Work Importance Locator*. These user friendly, self directed, career focused assessment instruments help workers, job seekers and students learn what work values are most important to them and helps them identify occupations that they may find interesting.

Seminar Prerequisites:

It is recommended that either the *Discover O*NET* class or the *Discover O*NET* CD-ROM be taken prior to the *O*NET Career Exploration Tools* workshop. This is so participants will already be familiar with O*NET and can navigate around the O*NET application without requiring additional instruction, which may impact the class duration. This is optional.



A degree in career counseling or a related discipline is not required to administer or counsel clients in the O*NET Assessment Tools. Participants will be trained and certified during the *O*NET Career Exploration Tools* workshop. Additional training related to career counseling, however, may be helpful.

Target Audience:

The *O*NET Career Exploration Tools: Assessment Training* course is intended for all One-Stop Employment and Training Center staff and Workforce Investment Act partners including:

- Workforce Development Staff
- Career Counselors
- Vocational Rehabilitation Counselors
- Welfare-to-Work Staff
- Assessment Administrators
- Veterans' Representatives
- Interviewers and Resource Support
- And others (Training Providers, Business Services Staff, High Schools, Colleges, Libraries)

Learning Objectives:

At the end of the seminar, participants will be able to:

- Define the purpose, benefits, and users of the O*NET Assessment Tools
- Identify and describe the versions/formats that are available for each O*NET Assessment Tool
- Identify and describe the options available for administering the O*NET Assessment Tools
- Identify the “core” O*NET Assessment Tool materials
- Describe ways in which the O*NET Assessment Tools can be integrated into a One-Stop environment
- Identify the model in which the Interest Profilers are based and describe the six “interest areas”
- Identify the model in which the Work Importance Locator and Profiler are based and describe the six “work values”
- State the step-by-step process in taking the O*NET Interest Profiler and Work Importance Locator Tools
- Administer the O*NET Interest Profiler and Work Importance Locator Tools to individuals, groups or a combination
- Interpret the score results of the O*NET Interest Profiler and the Work Importance Locator assessments to counsel clients
- Use O*NET OnLine to assist clients in exploring selected occupations, based on assessment results
- Locate and explore related online career exploration tools available through America’s Career Kit (CareerInfoNet, JobBank, and LearningExchange)
- Identify and locate additional O*NET Assessment Tool resources available

Program Length:

- The workshop is approximately 6 hours in length.

Classroom Setting:

- For 25 to 30 persons

Equipment Needs:

- Classroom with PC Lab access or Training room with Internet connection
- LCD projector
- Backup PC or Laptop
- Flip Chart, Pens and Easel
- VCR & TV Monitor
- Refreshments and meals are optional

Module 1

Training Overview

Teaching Timeframe: 30 minutes

Module Description: This module provides important background information, such as the purpose of training, learning objectives, course prerequisites, audience, and length of training. A “Let’s Get Acquainted” exercise is also included.

Module 2

O*NET Career Exploration Tools Overview

Teaching Timeframe: 1 hour

Module Description: This module provides participants with an overview of the O*NET Career Exploration Tools, including their purpose, users, benefits, high technical quality, versions available, and administration options. Participants are also introduced to each O*NET Assessment Tool: Interest Profilers, Work Importance Locator, Work Importance Profiler, and Ability Profiler and how they can be integrated into a One-Stop environment.

Participants will see a video at the beginning of Module 2, which is designed to generate interest in the O*NET Assessment Tools, provide a conceptual foundation for training with a “world of work” theme, and provide a “big picture” view of the O*NET Assessment Tools being used in a One-Stop Center.

Module 3

O*NET Interest Profiler

Teaching Timeframe: 1 ½ hours

Module Description: This module provides participants with a detailed look at the O*NET Interest Profiler (paper-and-pencil) tool, including the step-by-step process of how to use the tool and the various Interest Profiler materials. To fully understand the instrument, participants will take the paper/pencil instrument, score and interpret their assessment results. After participants have been taught how to do the self-assessment, the focus will shift to their role as “career counselor/administrator.” Participants will learn how to assist individuals in interpreting score results in relation to their level of preparation (job zones), which are then linked to relevant O*NET occupations.

As part of the learning process, participants will be shown a video, which illustrates a case scenario of a “Dislocated Worker” who is seeking career assistance. Participants will then engage in a small-group exercise, which involves a critical-thinking application. Using important information from the video and the assessment scores, participants will brainstorm and recommend appropriate O*NET occupations for the client. During a debriefing, each group will share their results with the class. Participants will also explore their recommended occupations in O*NET OnLine as part of career exploration.

Module 4

O*NET Work Importance Locator

Teaching Timeframe: 1 ½ hours

Module Description: Following a similar format as the previous module, Module 4 provides participants with a detailed look at the O*NET Work Importance Locator (paper-and-pencil) tool, including the step-by-step process of how to use the tool and the various Work Importance Locator materials. To fully understand the instrument, participants will take the paper/pencil instrument, score and interpret their assessment results. After participants have been taught how to do the self-assessment, the focus will shift to their role as “career counselor/administrator.” Participants will learn how to assist individuals in interpreting score results in relation to their level of preparation (job zones), which are then linked to relevant O*NET occupations.

As part of the learning process, participants will be shown a video, which illustrates a case scenario of a “Youth” who is seeking career assistance. Participants will then engage in a small-group exercise, which involves a critical-thinking application. Using important information from the video and the assessment scores, participants will brainstorm and recommend appropriate O*NET occupations for the client. During a debriefing, each group will share their results with the class. Participants will explore their recommended occupations in O*NET OnLine as part of the career exploration process.

Module 5

Tying It All Together

Teaching Timeframe: 1 hour

Module Description: In this module, participants will be given an opportunity to explore other career exploration tools: America’s Career InfoNet, Job Bank, and Learning Exchange, to continue working on one of the scenarios to bring the career exploration process full-circle. Participants will also learn about related O*NET Assessment Tool resources.

If time permits, participants will see a preview of the computerized versions of the Interest Profiler and Work Importance Profiler (if available). Participants will be given an opportunity to ask specific questions, as needed. At the end of the seminar, participants will be asked to complete a seminar evaluation.