

Guide to Barry/Branch/Calhoun WDB Employability Skills Inventory

The WDB Employability Skills Inventory specifies the employability skill development goals for workforce development programs, as established annually by the Workforce Development Board. These employability skills, which are broadly categorized in the areas of academic, personal management, teamwork, technical and physical skills, have been identified as the key workforce readiness skills needed in our local area workforce.

The Skills Inventory shows, through shading on the document, the skill sets identified in our region that go beyond those required by the State.

During the program bidding/proposal process, prospective contractors must identify which of these skill areas will be developed by job seekers through participation in their workforce development program and how these skills will be developed in the job seeker participants they propose to serve.

The Skills Inventory also has additional tables which illustrate the impact that a higher degree of training has on wages and employment availability.

2011 Barry/Branch/Calhoun WDB Employability Skills Inventory

Academic Skills	Personal Management Skills	Teamwork Skills	Technical Skills	Physical Requirements
<p>Possess communication skills including listening, writing, verbal and phone skills</p>	<p>Identify personal job-related interests, skills, strengths and opportunities; demonstrate communication skills</p>	<p>Demonstrate an ability to identify with the goals, norms, values and culture of the group / work environment; possess active listening skills</p>	<p>Possess capability to read technical materials, reports or manuals (including: blueprints, machine prints, schematic drawings, technical journals or diagnostics, etc.)</p>	<p>Perform essential functions of the job, with or without reasonable accommodations. Typical physical functions are in the areas of lifting, manual dexterity and stamina/endurance.</p>
<p>Demonstrate ability to read, understand and analyze written materials including, but not limited to, graphs, charts and displays</p>	<p>Possess personal values and ethics in the workplace (such as: honesty, respect, value of others, punctuality, dependability, reliability, etc.)</p>	<p>Demonstrate an understanding of communication processes in order to effectively communicate with all team members; show respect and helpfulness</p>	<p>Possess skills to make use of current technology: fundamental computer applications, basic operating systems; data input, storage and retrieval, etc.</p>	
<p>Demonstrate ability to combine ideas and information in new and different ways; critical thinking</p>	<p>Demonstrate a willingness to accept authority and subsequent responsibility; ability to appropriately handle confidential documents</p>	<p>Demonstrate an ability to use the team approach to problem solving and consensus decision-making</p>	<p>Demonstrate an understanding of the current quality processes: continuous improvement, operations monitoring and analysis</p>	
<p>Demonstrate ability to speak and write in the language / terms in which business is conducted; ability to convey important information</p>	<p>Demonstrate a working knowledge of conflict resolution skills; the ability to manage conflict and benefit from it</p>	<p>Demonstrate conflict management skills working in a team as well as basic negotiation skills and resolution skills</p>	<p>Demonstrate an ability to use current measurement devices (gages, micrometers, calipers, metric measures, conversion tables, etc.) where appropriate</p>	

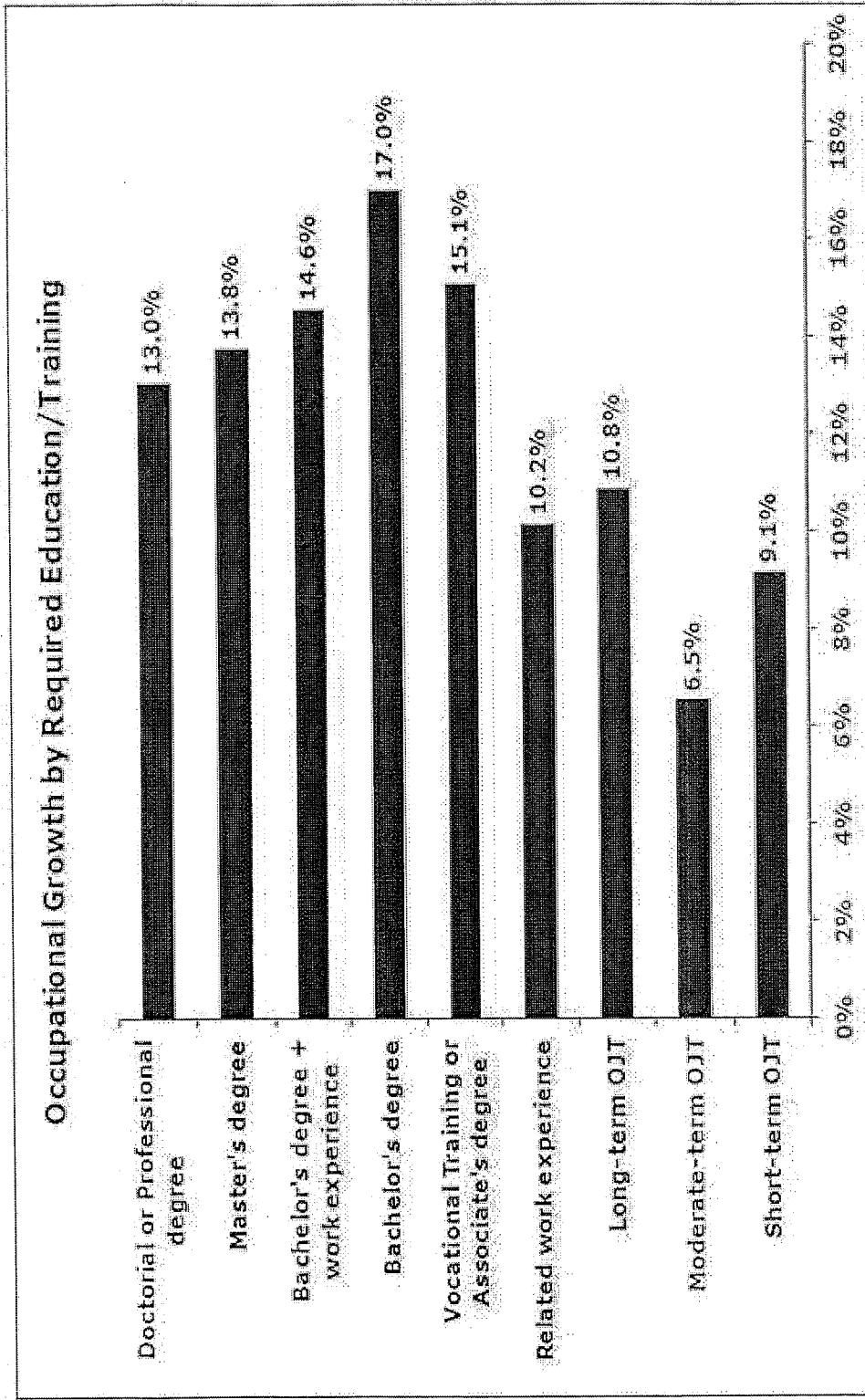
Academic Skills	Personal Management Skills	Teamwork Skills	Technical Skills
Understand and solve problems involving mathematical processes and be able to apply information	Demonstrate understanding of quality work; ability to work in a team; ability to coordinate and collaborate; ability to organize and prioritize work	Demonstrate flexibility and adaptability in the workplace and in groups; possess ability to coordinate work activities	Demonstrate an understanding of basic business and industry theories; comprehend basic systems theory
Ability to identify available resources and conduct necessary research	Demonstrate a customer / service orientation; understand customer satisfaction; possess appropriate persuasion skills as required	Demonstrate an understanding that authority follows competence, individuals lead accordingly	Demonstrate a basic understanding of inventory control (just-in-time, FIFO automation, synchronous manufacturing, etc.) and its systems impact
Demonstrate ability to access and apply specialized information as necessary	Demonstrate an enthusiasm about the workplace and assigned task completion	Demonstrate a sensitivity to diversity and an ability to capitalize on diverse ideas and skills	Understand the need to plan for technology replacement and improvement and basic technology design or structure
Demonstrate ability to think and act logically using the scientific method (e.g.: identify problem, collect information, form/evaluate options, and draw conclusions); demonstrate deductive reasoning	Demonstrate an ability to follow written and/or verbal instructions; ability to organize, plan and prioritize work; demonstrate ability to implement such solutions	Demonstrate a commitment to the team and organization; demonstrate ability to establish and maintain relationships and networks	Demonstrate the ability to use a variety of technical devices to enhance performance and production
Possess minimum math and reading skills necessary to understand job tasks	Demonstrate a willingness to take risks, be innovative about the work to be done; possess problem-solving skills	Demonstrate an ability to learn, model and apply strategies, methods & procedures	Demonstrate understanding of metrics measurement

Academic Skills	Personal Management Skills	Teamwork Skills	Technical Skills
Possess logical reasoning skills; be able to use information to change processes	Demonstrate an openness to change, continual improvement, personal and professional growth/learning; adaptability	Demonstrate ability for idea generation & evaluation and /or brainstorming and thinking creatively	Understand basic business practices and finance structures (budgets, revenue, expenses, profit, etc.)
Possess time management, prioritization and organization skills	Demonstrate ability to either follow or lead, depending on the task – to teach and be taught; ability to demonstrate initiative	Demonstrate team goal setting and project planning skills	Understand problem identification and demonstrate research skills to seek appropriate resources
Demonstrate an ability to locate, document and record business information	Be alcohol and substance free and have an ability to pass a drug screen at all times	Demonstrate ability to monitor/assess self, others and organization for continued improvement	Demonstrate ability to use tools and equipment necessary to be successful in the job/task
Demonstrate ability to apply technology tools in work related situations	Understand safety issues and workplace security	Demonstrate an ability to manage financial, human and material resources responsibly	Demonstrate ability to do simple equipment maintenance
	Demonstrate knowledge relative to security issues re: customer / client information, appropriate use of the Internet, other workplace systems, etc.		

Shading = Employability skill not state-required
Source: Michigan LMI / DELEG

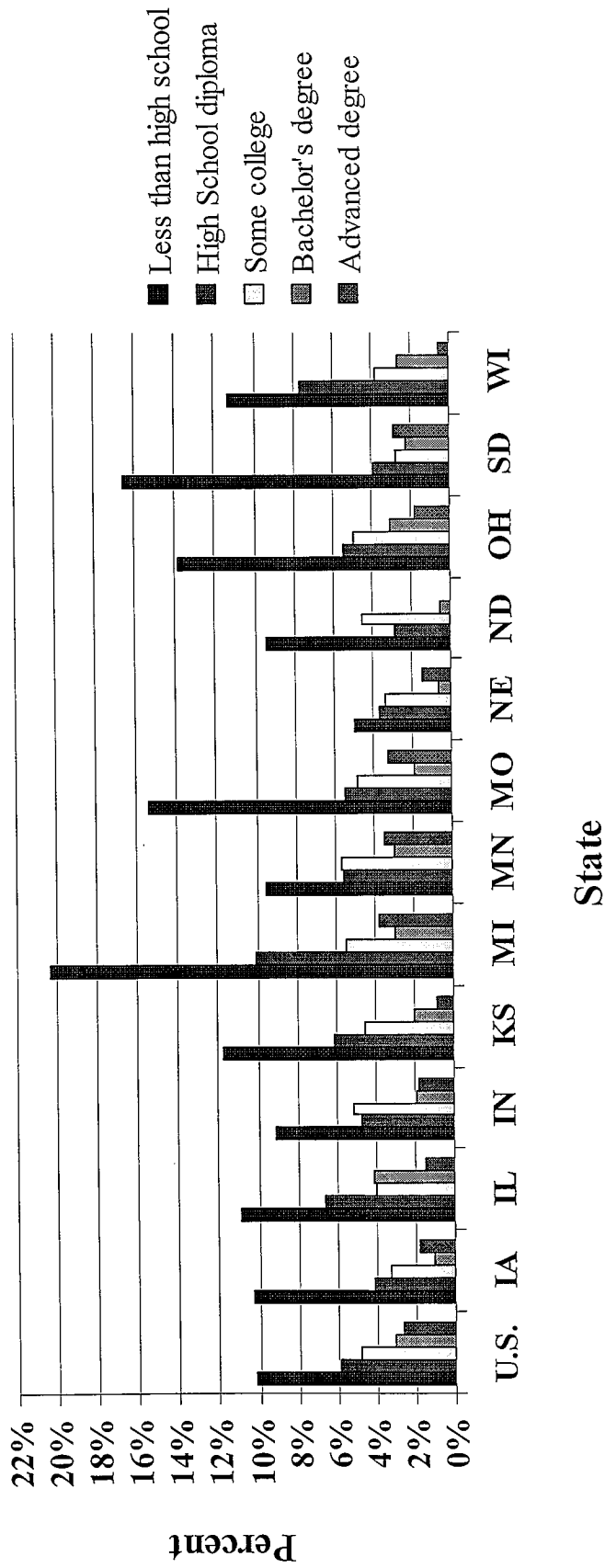
January 2011

Figure 2: Growth Rates (2002 – 2012) for Occupations by Skill Requirements

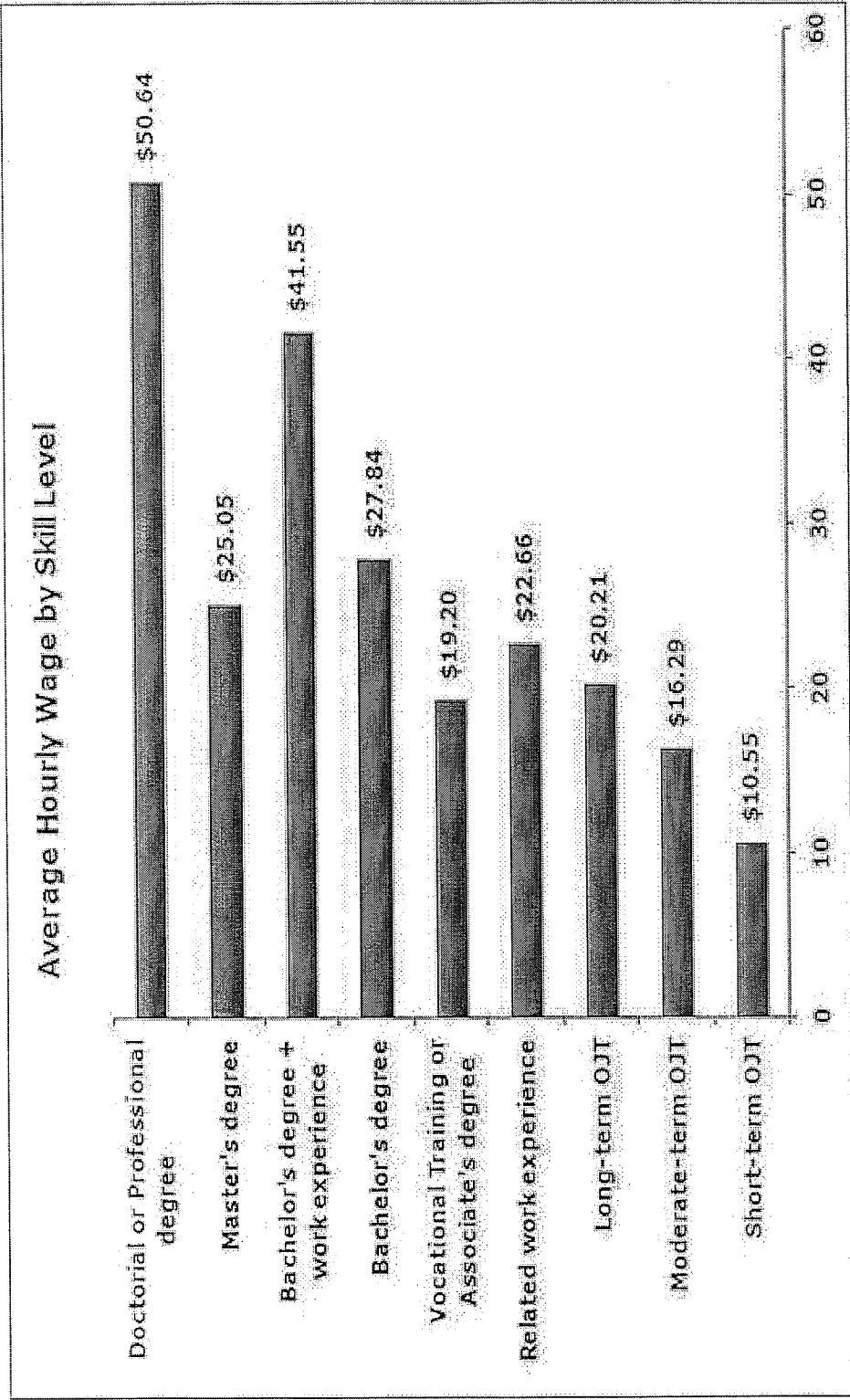


Source: Michigan Department of Labor & Economic Growth

Percentage of Population Age 25 and Older in Labor Force Who Were NOT Employed in March 2004, by Educational Attainment and State of Residence



Source: IHIEP, 2005; U.S. Census Bureau, Current Population Survey (CPS), 2004



Source: Michigan Department of Labor & Economic Growth