

Career Pathway Bridge Tools January 24, 2018



Ramsey County Workforce Solutions Vision We are a world-class leader in the business of building the economic success of employers and individuals.

We are driven by our customer's needs, by the pursuit of excellence, the use of best practices, and respect for all.

Ramsey County Workforce Solutions Mission To strengthen the economic success of our community through personalized and effective workforce development.



The Ramsey County Workforce Solutions Public Assistance Employment Services **Mission** To maximize resident economic self-sufficiency and family stabilization by:

- 1. Encouraging the unleashing of power in all families to secure employment;
- 2. Guiding families to increase their income and move out of poverty;
- 3. Preventing long-term reliance on public assistance as a primary source of family income.

The Ramsey County Workforce Solutions MFIP/DWP Employment Services **Vision** To provide residents on public assistance opportunities for improved employment and family stabilization.

Guiding Principles:

Recognition of the participant's right for personal agency, self-determination, and their identification of dreams, goals and plans for achievement; Respect for cultural diversity and commitment to understand individualized cultural needs; Strategy to include the whole family (multi-generational approach); Use of coaching techniques/motivational interviewing to guide participants through process of naming individualized strengths and goals and use of tools and techniques such as SMART goal development to help participants stay the course; Self-sufficiency goals, education, employment retention, and career advancement are discussed as core program values from orientation and all throughout the job training and job attainment cycle; Expectation that all people regardless of barriers and physical and mental health challenges have strengths and are able to learn and earn; and, Belief in each and every participant (and her/his family) and a commitment to invest time toward the relationship which leads to trust and a more solid partnership.



Ramsey County Workforce Solutions Public Assistance ES Focus on 4Es

> Engagement Education Employment Employment Retention



"I like the Career Pathway Bridge because it brings the focus back to the 4 E's which is what we are supposed to be focusing on."

"It can also be used with clients on any part of the career path -whether they aren't sure what they want to do or if they want a career change."

Kathy Kinneberg | Employment Guidance Counselor



I was initially intrigued with the career pathway Bridge and the mapping tool because I saw its potential for helping my work with U LEAD participants. Working with youth and at-risk young adults has a real tendency to lean towards a crisis orientation and I have found that these tools recalibrate us back to an orientation towards looking at the client's long-term career pathway success. Contrary to my initial concern that these could become another mandated piece of paperwork in files, I have noticed an emphasis on respecting counselors discretion regarding their use throughout processes of piloting and the development of training. They are tools that can provide a productive framework, even for very experienced employment counselors.

Kelly Higgins | Employment Guidance Counselor



We have limited windows of opportunity to uncover the core interests of an individual. We should not let those moments of opportunity pass by.

One conversation can spark a life changing moment.

Theresa Sullivan| Career Navigator



The reason I use CPB is to assist participants in having a tangible pathway toward their career that is realistic, is for them, and makes sense to them.

Andrea Petrash | Senior Employment Counselor



Purpose:

To review the Career Pathway Bridge Procedures and Policy



What We'll Cover:

- 1. Reminder about career pathways
- 2. Review of the policy
- 3. A description of the Career Pathway Bridges and Mapping Tools
- 4. A description of who to use them with and when
- 5. The benefit of these tools for participants
- 6. Questions You Have About the use of these tools
- 7. How to use them
- 8. Practice using them
- 9. The expansive difference between the term "optional" and the term "required"
- 10. Ongoing going forward.



CAREER PATHWAYS BRIDGE

What is a career pathway?

A series of steps by which you can progress to more skilled and higher paying jobs.

How to use the Bridge?

Start with the explore and plan section and ask yourself, where are you at in your career pathway? Talk with your counselor about how you might build your skills and knowledge to advance along a career pathway using the Bridge.

How to use the Mapping Tool?

After reviewing the Bridge, use the mynextmove.org website to learn more about how your interests may be matched with growing careers. Start thinking about the steps you could take, and the strengths that you have to get to where you want to go.



After being in the workforce, a person may choose to go back for more education to make an upward or lateral move.



Further Endorsement from a Pilot Project Counselor

I enjoy using the CPB and Mapping tools when working with participants who are looking to advance their education, have a history of working "dead-end jobs" and/or have limited employment history. These tools help in establishing a productive conversation flow beginning with introducing participants to the Career Pathways term and process, exploring training and education opportunities and concluding with dialog around professional experience. Directly after CPB, I sit with my participants as they complete the mapping tool. I use the mapping tool to generate and reinforce excitement about their career pathway. This is also a great tool to use with those who have not declared their pathway and are in the beginning stages of exploration.

Breanne Hanscom | Employment Guidance Counselor



Further Endorsement from a Pilot Project Counselor

"Some participants have never had career options discussed with them. Career Pathway Bridge is a good starting point and a helpful tool."

"The Mapping Tool is visual, easy to navigate, hands-on and confirming for participants, their interests and career choices and enhancements."

"Individuals interested in participating in career research will benefit, and will more than likely make sound career choices."

Larry Lee | Employment Guidance Counselor



Two Groups – Four Tools

<u>Youth Program (ages 14-24)</u> Career Pathway Bridge (CPB) and Mapping Tool

Adult Program (above age 24) Career Pathway Bridge (CPB) and Mapping Tool



Who Could Benefit From These Tools and Processes?

Nine Examples



A first-generation college student;

A participant contemplating investing money (own, WIOA, loan, etc.) into education;

A participant who is a visual learner;

A participant engaged in a work experience program;



A participant whose career path is multiple steps from where they presently are (i.e. participant without GED whose career goal is to be a veterinarian);

A participant who is pursuing a complex career path;

A participant with no discerned career pathway or is currently under-employed



A participant who may be at high risk of not completing due to external factors occurring in the participant's life at the time.

> In general, Everybody.

Just not all at once.



CPB use driven by participant's expression of interest in career planning, education and or training.



Date:

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Youth Program Career Pathway Bridge

Name:

Career Exploration	Build Skills and Knowledge			
Explore and Plan	Training	Further Education	Networking	Work Experience & Volunteer
l am actively engaged in my career pathway.	I have obtained recommended credentials and certifications within my chosen career pathway.	I am engaged or enrolled in a college program or a career training program and am earning credits towards a certificate, diploma or degree.	I have at least three professional networking connections related to my pathway (i.e. mentor, association, supervisor, etc.).	I have significant work/volunteer experience. I know how to use my skills to assist me along my chosen career pathway.
I have identified a career pathway and would like to take the next step to enroll in training/education, or apply for employment within my pathway.	I have more than two credential and/or training certificate completed or in progress or have credentials not in chosen field.	I have researched different post-secondary schools and programs that offer classes aligning with my career pathway.	I am making industry connections through education, work experience, volunteering and/or employment.	I am currently volunteering, in work experience or employed in an area that will assist me along my chosen career pathway.
I have not researched career pathways. I am interested in career pathways and am starting to explore opportunities.	I am currently pursuing or have recently earned a continuing education credential.	I have obtained my GED or HS Diploma and I am interested in continuing my education to advance my Career Pathway.	I need help to learn more about how to network effectively.	I have some work experience, and am interested in gaining more experience and skills through volunteering or employment.
l have never heard of a career pathway.	l am interested in identifying a credential to pursue.	I am currently (or interested in) pursuing my GED or HS Diploma.	l don't know what networking is.	I have minimal or no work experience. I am interested in expanding my work skills and experiences.



What's Your Next Move? →

Adapted from the Crittenton's Women's Union Bridge to Self-Sufficiency, Minnesota DHS Employability Measure and the Ramsey County Workforce Solutions My Bridge of Strength



This is the Youth Mapping Tool

Career Pathway Bridge Mapping Tool: Use www.mynextmove.org to complete





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	Adult Program	Career Pathway Bridge	
Name:	- Contraction of the second seco		Date:
Career Exploration		Build Skills and Knowledge	
Explore and Plan	Training	Further Education	Work Experience & Volunteer
I am actively engaged in my career pathway. I am making industry connections through education, work experience, volunteering and/or employment. I have at least three professional networking connections related to my pathway (i.e. mentor, association, supervisor, etc.).	I have obtained recommended credentials and certifications within my chosen career pathway.	I am engaged or enrolled in a college program and am earning credits towards a certificate, diploma or degree.	I am currently volunteering, in work experience or employed in an area that will assist me along my chosen career pathway.
I have identified a career pathway. I am enrolled in training/education, a work experience, I am volunteering and/or I am seeking employment within my pathway.	I have more than two credential and/or training certificate completed or in progress.	I have researched different schools and programs that offer classes aligning with my career pathway. I am ready to enroll.	I have significant work/volunteer experience. (I know how to use my skills to assist me along my chosen career pathway.)?? In pathway or not? Transferrable skills???
I have not researched career pathways. I am interested in career pathways and am starting to explore opportunities; I have a deadline for making a decision and for determining the next step.	I am currently pursuing or have recently earned a continuing education credential.	I have obtained my GED or HS Diploma and I am interested in continuing my education to advance along my Career Pathway.	I have some work experience, and am interested in gaining more experience and skills through volunteering or employment.
l have never heard of a career pathway.	I am interested in identifying a stackable credential to pursue.	I am currently pursuing my GED or HS Diploma.	I have minimal work experience. I am interested expanding my work skills and experiences through employment or volunteer opportunities.



What's Your Next Move? \rightarrow

Adapted from the Crittenton's Women's Union Bridge to Self-Sufficiency, Minnesota DHS Employability Measure and the Ramsey County Workforce Solutions My Bridge of Strength





Two Options fo		Action Pl		
Goal Action Plan Participant's Name: Case Number: Date: My Goal is: Due Date: What strengths will I use to accomplish my goal: What strengths will I use to accomplish my goal: Check the goal and action steps against SMART criteria: Specific Measureable Attainable Relevant Instructions: Once you develop your goal, identify the action steps that you will need to achieve along the way. Your action steps should also meet the SMART criteria.	Participant's Name: My Goal is: Check the goal and act Specific Meas Instructions: Once yo	Y COUNTY Solutions Case Numb tion steps against SMART criteria (all must be ch sureable Attainable Relevant Time ou develop your goal, identify the action steps that et the SMART criteria.	er: cked): Limited	Due Date:
Due Date: Due Date: Due Date:	steps should also mee	ACTION STEPS TO ACHIEVE YOUR GOAL		DATE SMART MPLETED CRITERIA S M A R T S M A R T
Date of next appointment:		ntment: Was this goal obtained		



RAMSEY COUNTY	
Workforce Solutions	

Ramsey County Workforce Solutions U LEAD Program OUT OF SCHOOL YOUTH ISS FORM

Employment/College	Date	Steps/Activities	Issues to Consider/Overor
Credential	Date	Steps/Activities	Issues to Consider/Overo
6 Month Retention/Earnings	Date	Issues that Might Come Up	Solutions
Literacy/Numeracy	Date	Steps/Activities	Issues to Consider/Overo
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RAMSEY Workforce Se			· · · ·
	Nai	msey County Workforce Solut U LEAD Program IN SCHOOL YOUTH ISS FORM	ions
Name Date of initial ISS			
Skill Attainment	Date	Steps/Activities	Issues to Consider/Overcome
Diploma/GED	Date	Steps/Activities	Issues to Consider/Overcome
6 Month Retention	Date	Issues that Might Come Up	8 olutions
Literacy/Numeracy	Date	Steps/Activities	Issues to Consider/Overcome
and any manual any	2-31 M	scales recorded	





MFIP EDUCATION and TRAINING GUIDE

This handout is a guide to have a meaningful dialogue with your participant about education/training opportunities. Please consider the items below and discuss the information with the individuals who are interested in attending post secondary education.

<u>Please keep in mind</u>. It is important to balance what the school says with information from the work place: employers, employees. Participants are encouraged to consider Minnesota State Colleges and Universities (MNSCU Schools) as they are very accommodating, affordable, and offer excellent educational opportunities. MNSCU schools website: <u>www.mnscu.edu</u>

Kelly, Andrea, and Kathy









What do you want to do for a living?







Where to get market information?





Break



Our purpose was to Review the policy.

We're going to do that now.



In high schools and community colleges, counseling resources to assist a student to learn about and make sound career choices are limited.

Students end up making career/employment/education choices on their own, at times resulting in unproductive debt and low college completion rates for these students.

Part of the role of employment counseling is to help individuals understand more of the variables to consider when pursuing a career goal.



This tool is to be used with a participant you consider would benefit from this step (meeting the criteria listed above).

These tools are not required assessments or required forms for all participants.



Unlike the MBS and GAP, which are completed during initial meeting(s) with a counselor, the CPB and MT are completed when a necessity arises to sort out career pathway information, or education options. The CPB and MT begin with where the participant is and identifies a long-term goal.



Before undertaking the completion of the CPB or the MT, explain the purpose of these tools to the participant.



Encourage the use or knowledge of the tools at <u>www.MyNextMove.org</u>. This interactive site teaches job seekers and students about career options and there is an interest profiler that personalizes career suggestions based on interests and work experience.

Encourage the participant's use of the GAP, ISS, (or LLI My Pathway) in identification of the possible and necessary short-term steps that need to be taken to achieve the long-term goal.

Discuss with the participant each columns of the CPB before transferring the information to the MT.

The MT provides a space to show the participant's career history, educational past, and desired future. Assist the participant to add to and consider each information box. Help the participant recognize opportunities and options made evident through the MT.



In the Employment Plan (EP), make reference to CPB, MT, and GAP, ISS, (or LLI My Pathway). Since these items will be included in the file, it is not necessary to replicate the action steps in the EP.

Write a detailed case note "telling the story" of the meeting including explaining areas of the CPB discussed with the participant.

Choose Counseling and Guidance in the Workforce One case note type box. Add CPB in the subject line of the case note. This will be used for identifying counselor use of tool. Add that, and only that, in case note subject line. This can be in capital letters or not since it not case sensitive.



CP Bridge and supporting material examples

- A completed CP Bridge
- A completed Mapping Tool
- O*NET Interest Profiler Score Report
- O*NET Interest Profiler Career List
- O*NET Online Summary Report
- More



Casenote Examples

- Representation of the goals and planning discussion
- Representation of the MyNextMove interest profile and discussion



Activity (attendees practice a skill)



Activity (Discussion/Report back)



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- 4. A description of who to use them with, when and how
- 5. The benefit of these tools for participants
- 6. Questions You Have About the use of these tools
- 7. Practice using them
- 8. The intentional use of the term "optional" and the not the term "required"
- 9. Ongoing going forward.



Questions?

Thank-you!