

THE PINK TO GREEN TOOLKIT: ADDING A GENDER LENS TO GREEN JOBS TRAINING PROGRAMS

CREATED BY WIDER OPPORTUNITIES FOR WOMEN FOR THE GREENWAYS
INITIATIVE

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TOOL 3.1 CRITICAL SKILLS FOR JOB READINESS

The two checklists in this tool provide an overview of the critical topics in preparing program participants in green jobs training programs to be “work ready” when they graduate. One checklist features general categories of understanding apprenticeships and the construction industry, managing work and family, lifelong learning, and interpersonal skills. The second delves into topics that are particularly important to view through a gender lens: the construction workplace culture, financial literacy, cultural competency, and physical fitness and safety. Use this tip sheet in designing a new program and when evaluating and improving an existing one.

WHO SHOULD USE THIS TOOL

Case managers; job developers; soft skills instructors; career coaches

THE PINK TO GREEN TOOLKIT

This tool is part of *The Pink to Green Toolkit: Adding a Gender Lens to Green Jobs Training Programs*, created by Wider Opportunities for Women for the GreenWays initiative. All tools are available online at: <http://greenways.jff.org/pinktogether>

The GreenWays initiative provides high-quality workforce services to employers and to workers seeking to advance their careers in the green economy. The initiative invests in 20 workforce partnerships across six diverse industry sectors

in eight metropolitan labor markets. It builds on JFF's approach of organizing employers and workforce resources into sectoral workforce partnerships to promote career advancement for lower-skilled workers. GreenWays is supported by grants from the U.S. Department of Labor through Pathways Out of Poverty and the Green Jobs Innovation Fund.

greenways.jff.org

CHECKLIST

UNDERSTANDING THE WORLD OF APPRENTICESHIP AND CONSTRUCTION

Employers and program administrators typically cite soft skills as more important than job-related skills in determining whether a person keeps a job. Ensure that your program incorporates lessons to build participant's work readiness by covering such topics as:

- Value of the industry in our economy
- How construction differs from other jobs
- Apprenticeship and trade awareness
- Job search and apprenticeship application processes
- Understanding the expectations and performance measures of employers and apprenticeship programs
- Orientation to work life
- Understanding the geography of a typical worksite
- How to be a competitive candidate
- Important terminology: the language of the construction industry
- Industry policies and practices on drug testing, reliable transportation, and driver's licensure
- The career pathways in construction

MANAGING WORK AND FAMILY LIFE

- Managing time effectively
- Managing the schedule and work of study with that of an apprentice
- Balancing family responsibilities
- Managing resources to be prepared for getting to and from work
- Developing support systems
- Coping with stress

LIFELONG LEARNING SKILLS

- Problem solving for the industry
- Critical thinking
- Applied learning
- Independent learning
- Learning styles in the construction industry

INTERPERSONAL SKILLS

- Work ethic
- Self-esteem
- Ability to work in teams
- Listening skills
- Communications on a construction site
- Conflict resolution

CHECKLIST

SURVIVING AND THRIVING IN THE CONSTRUCTION WORKPLACE CULTURE

Gender inequity and gender differences create distinct issues for women in the labor market. The lack of a gender lens can create a disparate impact on women's success in a pre-apprenticeship program. Consider including these gender-related topics in your training program:

- Assertiveness
- Interviewing and application guidance and tips
- Sanitary facilities
- Being a self-advocate
- Health and safety

Also consider revisiting several of the apprenticeship topics (*above*) with a gender lens:

- Self-esteem
- Coping with stress
- Developing support systems
- Balancing work/family

FINANCIAL LITERACY

- Managing a budget
- Managing your money
- Planning for layoffs and slow periods at work
- Building assets

CULTURAL COMPETENCY

- Worker rights and responsibilities
- Understanding diversity on the job
- Recognizing and addressing on-the-job discrimination and harassment
- Equal employment opportunity on the job and in the union—the law
- Promoting an equitable worksite

PHYSICAL FITNESS AND SAFETY

- Maintaining healthy habits
- Ability to work in tight spaces
- Standing or walking for long periods of time
- Strength training
- Endurance
- Working on heights
- Safe material handling
- Nutrition for a physically demanding job
- Working in all weather conditions
- Usage of personal protective equipment and clothing
- Ergonomics of tools and equipment
- Reproductive hazards

A Gender Lens on Case Management

It is important to put a gender lens on case management. For example, women may need support and referrals to address issues related to:

- > Child care planning;
- > Family support; and
- > Domestic violence and spousal control.