

# Texas Workforce Commission

## Adult Education and Literacy



## Fall Institute 2020

### Handout

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Day 1, Session 3

## Labor Market Tools and Resources: The Lifelong Learner

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Enjoy a detailed showcase of the free career education tools, materials, and resources created by the Labor Market and Career Information (LMCI) Education

Outreach department of the Texas Workforce Commission. Take a look at how these tools can help students better understand labor market realities and how they can connect their academic interests, career interests, and talents to a variety of career opportunities.

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# Top 15 Statewide occupational trends

Data Retrieved from Texas Career Check and Texas Wages

1. Registered Nurse
  - Tx Employment Rate: +24.12%
  - Wages (2018): \$54,346 To \$82,164
2. Heavy and Tractor Trailer Driver
  - Tx Employment Rate: +17.43%
  - Wages (2018): \$30,471 to \$52,646
3. General and Operations Manager
  - Tx Employment Rate: +18.92%
  - Wages (2018): \$52,473 To \$162,564
4. Elementary School Teachers/ Exc. Sped
  - Tx Employment Rate: +20.41%
  - Wages (2018): \$44,182 To \$62,688
5. Accountants & Auditors
  - Tx Employment Rate: +18.89%
  - Wages (2018): \$49,702 To \$95,446
6. Secondary School Teachers/ Exc. Sped & CTE
  - Tx Employment Rate: +20.55%
  - Wages (2018): \$45,734 To \$64,418
7. Sales Representatives, Services, All Other
  - Tx Employment Rate: +18.36%
  - Wages (2018): \$28,566 To \$77,308
8. Software Developers, Applications
  - Tx Employment Rate: +33.27%
  - Wages (2018): \$74,479 To \$125,895
9. Sales Representatives, Wholesale & Manufacturing
  - Tx Employment Rate: +15.75%

- Wages (2018): \$34,144 To \$87,915
10. Supervisors of Retail Sales Workers
- TX Employment Rate: +13.87%
  - Wages (2018): \$28,841 to \$53,928
11. Supervisors of Construction & Extraction Workers
- Tx Employment Rate: +19.99%
  - Wages (2018): \$44,927 To \$80,886
12. Middle School Teachers Exc. Sped & CTE
- Tx Employment Rate: +20.55%
  - Wages (2018): \$43,947 To \$62,889
13. Licensed Practical & Vocational Nurses
- Tx Employment Rate: +19.05%
  - Wages (2018): \$37,816 To \$51,580
14. Supervisors of Office & Administrative Workers
- Tx Employment Rate: +19.05%
  - Wages (2018): \$37,816 To \$51,580
15. Electricians
- Tx Employment Rate: +17.30%
  - Wages (2018): \$33,395 To \$59,768

## Labor Market Tools & Resources

Listed below are three websites for use as tools and resources.

- [Texascareercheck.com](http://Texascareercheck.com)
- [Lmci.state.tx.us](http://Lmci.state.tx.us)
- [Texaswages.com](http://Texaswages.com)

## Career Assessments

- My Next Move

**MY NEXT MOVE** o-net in-it HOME SEARCH INDUSTRIES INTERESTS

**O\*NET Interest Profiler** Page 1 of 5  
0 of 60 questions

Progress:

1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Build kitchen cabinets
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lay brick or tile
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develop a new medicine
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Study ways to reduce water pollution
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Write books or plays
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Play a musical instrument
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Teach an individual an exercise routine
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Help people with personal or emotional problems
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Buy and sell stocks and bonds
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Manage a retail store
11	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Develop a spreadsheet using computer software
12	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Proofread records or forms

Back Start **Interests** Results Job Zones Careers Next

My Next Move is sponsored by the U.S. Department of Labor, Employment & Training Administration, and developed by the National Center for O\*NET Development.

- Interest Profiler

**TEXAS Career Check** Search Texas Career Check

HOME EXPLORE CAREERS - EXPLORE EDUCATION -

**INTEREST PROFILER**

A fun activity to do before exploring the world of work. Take a few minutes to answer 60 questions to identify occupations relevant to your likes and interests. Your results will lead you to a list of occupations for you to explore.

There are 4 pages of 15 questions each. You will have to answer all 15 questions in order to move to the next group of questions.

Interest Profiler: 0 of 60 questions answered.

Interest Profiler Questions					
✓ 1. Build kitchen cabinets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 2. Lay brick or tile	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 3. Develop a new medicine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 4. Study ways to reduce water pollution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 5. Write books or plays	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 6. Play a musical instrument	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 7. Teach an individual an exercise routine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 8. Help people with personal or emotional problems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 9. Buy and sell stocks and bonds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 10. Manage a retail store	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 11. Develop a spreadsheet using computer software	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 12. Proofread records or forms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
✓ 13. Repair household appliances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Already Completed The Interest Profiler?  
[Please enter your interest profiler scores](#)

- Myers-Briggs

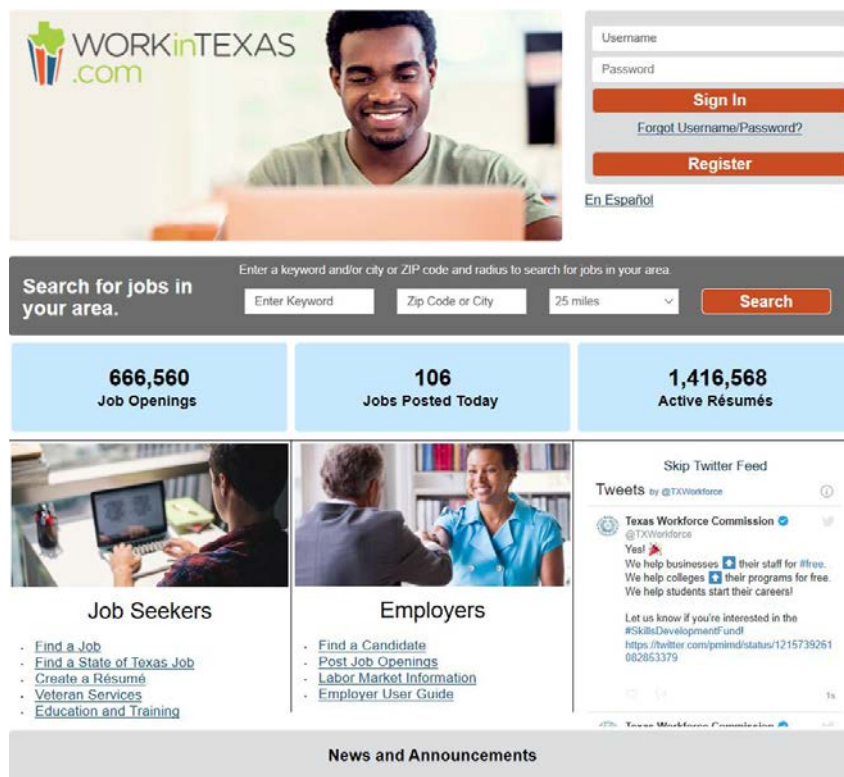
**HumanMetrics**  
TRY YOUR TRAITS BEFORE TRYING FATE

[Jung Typology Test™](#) | 
 [Marriage Test](#) | 
 [Entrepreneur Quiz](#) | 
 [Risk Test](#) | 
 [More Tests -](#) | 
 [Blog](#)

<p><b>Personality Test - Jung, Briggs Myers Types</b></p> <p>Take free, tried-and-true personality test to identify your Jung, Briggs Myers personality type and obtain its description. Discover career choices and schools suitable for your type. <a href="#">Read more...</a></p> <p>Take free test »   16 types: ENTJ, INFJ... »   Type Resources »   <a href="#">New! Español »</a></p>	<p><b>Jung Marriage Test™</b></p> <p>Are you compatible with your soul mate? Looking for a perfect dating partner? Will you have a good, stable relationship? Find the answer by taking the Jung Marriage Test™. <a href="#">Read more ...</a></p> <p>Take the test »   <a href="#">About »</a>   <a href="#">Why take this test »</a></p>
<p><b>Entrepreneur Quiz™</b></p> <p>Starting up or running a business? Determine the size and kinds of businesses and franchises that are most favorable for you with Humanmetrics Entrepreneur Quiz™ <a href="#">Read more...</a></p> <p><a href="#">Entrepreneur Quiz »</a>   <a href="#">9 Entrepreneur Types »</a>   <a href="#">Why take this quiz »</a></p>	<p><b>Role Model Quiz™</b></p> <p>Whether intentionally or not, we attempt to emulate our role model's behavior, regardless of how our own traits match up with theirs. It is easier when we have a role model whose important personality traits are similar to our own. Use the Role Model Quiz™ to find a role model who shares your personality traits.</p> <p>Take the quiz (\$3) »   <a href="#">About Role Model Quiz™ »</a></p>
<p><b>Risk Attitudes Profiler™</b></p> <p>Why does trouble always find you? Can you control your fortunes? How can you leverage the knowledge of your "risk attitude profile"? You'll find the answers to these and many other similar questions in the Risk Attitudes Profiler™. <a href="#">Read more ...</a></p> <p><a href="#">Risk Attitudes Quiz »</a>   <a href="#">About »</a></p>	<p><b>Career Development Assessment</b></p> <p>Leverage your personality traits for your success in the workplace, in business, or in a team setting. Complete career development assessment now to obtain your personal Career Development profile.</p> <p><a href="#">Career Development Test \$8.95 »</a></p>
<p><b>Visionary-Pragmatist Quiz™</b></p> <p>Are you a person with a clear, distinct vision of the future? Can you easily foresee how things are going to develop? Or perhaps your strong feature is a sense of reality and you prefer to be concerned mostly with day-to-day matters. Discover whether you are a visionary or a pragmatist now!</p> <p><a href="#">Visionary-Pragmatist Quiz »</a>   <a href="#">About Visionary-Pragmatist Quiz »</a></p>	<p><b>Assertiveness Test</b></p> <p>Do you actively struggle for your rights and defend your views and opinions, or do you tend to give up defending your rights and comply with the rules imposed on you? Discover how assertive you are and learn how to assert yourself with the Assertiveness Test.</p> <p>Take the test (\$3) »   <a href="#">About Assertiveness test »</a></p>
<p><b>Morals Test</b></p> <p>Do you adhere to high moral standards all the time or do you change your moral standards based on</p>	<p><b>Organizations and Business Users</b></p> <p>Apply advanced Jung's, Briggs Myers' typology for pre-employment assessment, team building, personal and</p>

## Work in Texas: Job searching and Resume Development

[Work in Texas Website link](#)



### 3 clustered groups of barriers to employment<sup>1</sup>

- Human capital barriers: low skill level, low literacy, language barriers, limited work experience
- Health challenges: Psychological, physical, sensory
- Situational barriers: Criminal background, lack of support system, lack of childcare

According to Bloom, Redcross, Hsueh, Rich, and Martin (2007), barriers to employment can be classified in these three areas. The categories may overlap. Substance abuse for example, could fall in both health and situational barriers.

Retrieved from: [https://www.mdrc.org/sites/default/files/full\\_375.pdf](https://www.mdrc.org/sites/default/files/full_375.pdf)

<sup>1</sup> Bloom, D., Redcross, C., Hsueh, J., Rich, S., & Martin, V. (2007). Four Strategies to Overcome Barriers to Employment.



## Human Barriers to Employment: Low Skill Level

- Meeting under performance measures appropriate to a student's/employee's expected skill level based on their experience and education.
- The Goal: To improve skillset to meet and accomplish tasks in the learning and working environment.

### Strategies to Overcoming Low Skill Level

- Develop Awareness in Skills Needed to Acquire
- Engage in DELIBERATE Practice
- Set specific and challenging goals to meet desired skill level (90% increase in success rate in goal attainment) (Latham, 2012).
- Encourage constructive feedback and individual accountability in reaching goals

## Human Barriers to Employment: Low Literacy

- Low ability to read and write that is expected according to an individual's education and experience.
- The Goal: To improve literacy areas that promotes further education and career readiness.

What type of emotions do you think a person encounters who experiences challenges in reading and writing? Shame, embarrassment.

To inspire change and growth in abilities, skill areas, and knowledge, teachers have to be mindful about approaching students in a judgement-free conversation. To be mindful about their tone of voice— one that is open and accepting, rather than condescending.

## Strategies/Resources to Overcoming Low Literacy

Some of the strategies you will see in the previous and upcoming slides will overlap. Such as deliberate practice. In most cases, the more an individual practices a skill, the better at the skill they will be.

Life is not a race. It is natural for people to socially compare themselves to others as if we are in competition with each other. To master a skill is dependent on the individual characteristics, experience, and current skillset. Therefore, speed of proficiency and mastery will be different for everyone due to our own individual differences.

I think it is important to add that sometimes, professionals may operate in silos. There are other resources we can tap into so we are not carrying the burden on our own.

Aunt Bertha: <https://auntbertha.com/>

Enter the zip code and search words: Reading, And English as a second language.

## Human Barriers to Employment: Language Barriers

- Limitations in speaking and/or understanding a language communicated by the majority within a learning and working environment.
- The Goal: To obtain employment with current language proficiency and/or to improve in English proficiency for future employment and educational opportunities.

Can you find employment with limited language proficiency in English? YES!

WorkinTexas ([www.workintexas.com](http://www.workintexas.com)) has a feature that allows you to translate the entire website into the Spanish website. At the present time, English and Spanish are the only languages available in WorkinTexas.

Life example: I once was working with a student who spoke Farsi. I had to teach him about the culture of work in America. I had to teach him how to handshake, how to interview, how to understand keywords to know what an employer may be asking of him. This student was hired at Tacobell as a cook, later promoted to Assistant Manager while working in a warehouse part-time.

## Strategies to Overcoming Language Barriers

- Explore and tap into resources— English as a Second Language classes and networking channels
- Texas Workforce Commission Adult Education & Literacy program
- Tap into a network of like-language speaking individuals
- Local Workforce Solutions offices— resources, seminars, and education/employment assistance

## Health Barriers to Employment: Psychological

- Increased challenges in obtaining and/or maintaining employment, or successful completion of educational program.
- The Goal: To be compliant with treatment, or to commit to activities that will improve quality of life in education and employment that promotes a healthy work-life balance to strengthen overall sense of well-being.

Challenges may include mental health, motivation, and identity challenges. Low SES encounter more emotional challenges, identity challenges, barriers in perceptions of self and ability, and motivation challenges (Jury, Smeding, Stephens, Aelenei, & Darnon, 2017). Research studies show that students in lower

socioeconomic status families are more disadvantaged in higher education environments (Jury, et al., 2017).<sup>2</sup>

## Strategies to Overcoming Psychological Barriers

- Explore support groups
- Practice self-affirmation and goal reframing (Jury, et al., 2017).
- Adopt a “ME” day!
- Career Assessments for self-discovery

Jury and colleagues (2017) recognize that more research is needed in psychological barriers and the working environment. Goal reframing is knowing when to move on from a task to shift one’s focus on new goals.

## Health Barriers to Employment: Ability

- Challenges individuals experience due to injury, limited movements, hearing, vision, and/or stamina that affect, or alter daily living and work.
- The Goal: To equip individuals with tools and resources to independently participate in educational programs and to gain and maintain employment.

## Strategies to Overcoming Ability Limitations

- Assistive Technology (Prosthetics, motorized wheelchairs, Screen reader/magnifier software, VoiceOver, Seeing AI smartphone application)

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<sup>2</sup> Jury, M., Smeding, A., Stephens, J., Aelenei, C., & Darnon, C. (2017). The Experience of Low-SES Students in Higher

Education: Psychological Barriers to Success and Interventions to Reduce Social-Class Inequality. *Journal of the Society for the Psychological Study of Social Issues* 73(1), 23-41. <https://doi-org.ezproxy.liberty.edu/10.1111/josi.12202>

- Access resources such as Vocational Rehabilitation with the Texas Workforce Commission
- Join advocacy groups for networking
- Student Accommodation Offices

Remember: It's not WHAT you can do, but HOW you can do it!

## **Situational Barriers to Employment: Criminal History**

- Challenges an individual experiences in securing employment or participating in a training program as a result of convictions on their criminal record.
- The Goal: To rebuild one's reputation and to obtain and maintain employment despite criminal convictions and past mistakes.

### **Strategies to Overcoming Criminal History**

- Change the lingo: Convicted ~~Felon~~ Judicially Involved Individual (JII)
- Rebuilding reputation and coping with external judgement
- Discuss the mistake (conviction) and what they learned from it in an interview setting if/when asked
- Pursue training that is open to second chances and are background friendly
- Workforce Solutions office and programs

## **Negativity Bias and Human Tendency**

We have a human tendency to focus on the negative.

<https://www.verywellmind.com/negative-bias-4589618>

### **What we CAN'T do**

- Use to identify areas needed for growth
- Emphasis on weaknesses can underestimate strengths

- Used to develop specific, achievable, challenging goals

## What we CAN do

- Emphasizes strengths despite challenges
- Emphasis on strengths can underestimate weaknesses
- Enables to use of strengths to carry out tasks and achieve goals