

Work Skills Assessment and Interpretation

Course Description:	Assessments help to determine transferrable skill sets, occupations related to previous job titles, potential skill gaps and educational needs. This course provides information on setting the stage for the customer to take an assessment, how to select an appropriate assessment that best matches the customer's needs, interpreting assessment results with the customer and developing next steps.
Duration:	4 hours
Audience:	WorkSource employees.
Objectives:	<ul style="list-style-type: none">• Explain the difference between informal and formal assessments and their uses with customers.• Describe situations and characteristics that may impact a customer's ability to accurately complete an assessment.• Analyze the customer's employment planning needs and determine the best assessment tool to explore potential career paths.• Explain the assessment, how it is administered, the time it will take to complete, and how the results will be used.• Explore, take and interpret the results of a universal assessment tool available in the WorkSource environment.
Authorization:	Administrators and supervisors manage employee registration, travel arrangements, and work schedules.
Prerequisites:	None.
Refreshments/Meals:	On your own.
Special Needs:	Notify us at ESD GP ECDD Training Academy if you need an accommodation.
Registration:	E-Train
Class Size:	15 participants
Schedule:	ECDD Training Calendar Additional classes may be scheduled upon request.