

(Your Organization's Letterhead)

TRAINING JOB DESCRIPTION TEMPLATE

Name of Business Providing Training Worksite: _____

Type of Business/Organization: _____

Contact Name: _____

Contact Telephone: _____

Contact Email Address: _____

Address: _____

City: _____ Zip Code: _____

Job Title: _____

Worksite Location (where the work will take place): _____

Number of Interns: _____

Name of Supervisor: _____

Contact e-mail: _____

Name of Alternate Supervisor: _____

Contact e-mail: _____

Contact Phone(s) During Work Hours: _____

JOB DESCRIPTION

General – *a brief description of what the work will accomplish:*

WORK SCHEDULE – *estimated schedule - Days / Hours per Day:*

Start Date: _____ End Date: _____

DUTIES AND RESPONSIBILITIES – *List the specific duties and tasks which will be the regular function and responsibility of the Trainee:*

REQUIREMENTS:

OCCUPATIONAL SKILLS– *List the minimum occupational qualifications initially required to do the work (e.g., keyboarding -20 words/minute; lifting 30 lbs., etc.) type :*

List the specific workforce and occupational skills which will be learned:

- a. *Using the attached **Workforce Skill Standards**, please check off the Workforce Skill Standards which you expect to be achieved during the training,*
- b. *O*Net (www.onetonline.org) can be used as a reference for identifying occupational skills.*

DRESS CODE - *Indicate appropriate attire including any safety gear required for the worksite:*

MATERIALS - *List the materials supplied by you; materials needed:*

EQUIPMENT PROVIDED – *Describe any applicable equipment, tools, and machinery the Intern will use, and applicable safety procedures for your workplace:*

JOB SITE TRANSPORTATION NEEDED – *Explain what transportation, if any, will be necessary; vehicles provided and estimated miles round trip:*

CONTINGENCY PLANS – Briefly outline your alternate plans for the trainee when conditions prevent work from proceeding, e.g.: weather conditions, accelerated completion, etc.

ON SITE TRAINING AND FORMAL TRAINING – *Describe the training, instruction, and other related activities to be provided which will acquaint participants with technical skills, upgrade skills and enhance their employability; both on-site and/or formal training your place of business will provide or arrange for, including training to make trainee aware of the Training site's procedures for the prevention of the transmission of the COVID-19 virus:*

ADDITIONAL PROVISIONS – *List any work-enabling clothing/protective gear, licenses, etc. that are required to perform job duties.*

Authorized Signature:

Print Name:

Date:

Title:

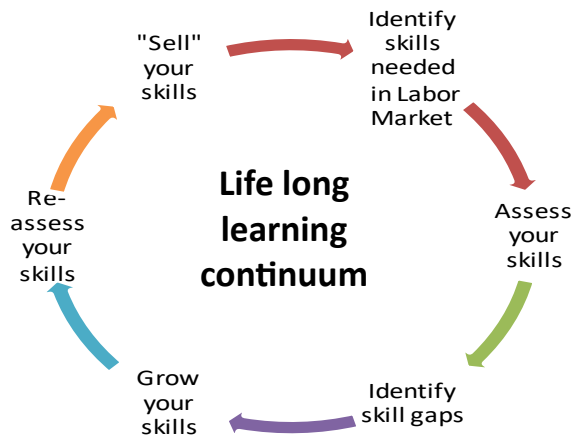
Contact Email Address:



FOUNDATION SKILLS

Employers Need People Who Have These Skills:

The **Foundation Skills** and **Workforce Skill Standards** represent the skills, attributes and characteristics employers in this community are looking for when hiring and promoting workers.



BASIC SKILLS

- ☐ **Reading**
 - Locates and interprets technical vocabulary and key messages from written information in prose and documents.
- ☐ **Writing**
 - Communicates thoughts and key information in writing; records information completely and accurately.
- ☐ **Arithmetic**
 - Performs basic computation and makes estimates without a calculator; uses basic numerical concepts, including whole numbers, percentages, charts, etc. to display information.
- ☐ **Mathematics**
 - Approaches practical problems using mathematical techniques; expresses mathematical concepts orally and in writing; and understands the role of chance in the occurrence and prediction of events.
- ☐ **Listening**
 - Receives, interprets and responds appropriately to verbal messages and other clues such as body language; for example, to comprehend, to learn, to critically evaluate, to appreciate, or to support the speaker.
- ☐ **Speaking**
 - Organizes ideas and speaks clearly; communicates appropriate to listeners and situations; participates in conversations, discussions and group presentations; asks questions when needed.

THINKING SKILLS

- ☐ **Creative Thinking**
 - Uses imagination freely; combines ideas or information in new ways, makes connection between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- ☐ **Decision Making**
 - Specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.
- ☐ **Problem Solving**
 - Recognizes that a problem exists (and that there is a discrepancy between what is and what should or could be); identifies possible causes; creates, implements, and revises plan.
- ☐ **Seeing Things in the Mind's Eye**
 - Organizes and processes symbols, pictures, graphs, objects or other information; for example, sees a building from a blueprint or the taste of food from reading a recipe.
- ☐ **Knowing How to Learn**
 - Recognizes and applies new knowledge and skills in both familiar and changing situations and is aware of learning tools (e.g. learning styles), formal learning strategies (e.g. note taking), and informal learning strategies (e.g. awareness of unidentified false assumptions that may lead to faulty conclusions).
- ☐ **Reasoning**
 - Discovers a rule or principle underlying the relationship between two or more objects; uses logic to draw conclusions.

PERSONAL QUALITIES

- ☐ **Responsibility**
 - Exerts a high level of effort and perseverance toward goal attainment; works hard to become excellent at doing tasks even when assigned an unpleasant task.
- ☐ **Self-Esteem**
 - Believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities.
- ☐ **Social**
 - Demonstrates understanding, friendliness, adaptability, empathy and politeness in new and on-going group settings; asserts self in familiar and unfamiliar social situations.
- ☐ **Self-Management**
 - “Self-starter”; assesses own abilities accurately and sets well-defined and realistic personal goals; monitors progress toward goals and motivates self; exhibits self-control (responds unemotionally and non-defensively).
- ☐ **Integrity and Honesty**
 - Can be trusted; recognizes when faced with making an honest or dishonest decision based on values; understands the impact of violating organizational beliefs and chooses an ethical course of action.



WORKFORCE SKILL STANDARDS

Employers Hire People Who Have These Skills:

RESOURCES

- ❑ **Time**
 - Articulates the organization's expectations for attendance and punctuality & adheres to them.
- ❑ **Money**
 - Uses or prepares budgets.
- ❑ **Materials & Facilities**
 - Acquire, store and distribute materials, supplies, parts equipment, space or final products efficiently.
- ❑ **Human Resources**
 - Distributes work, evaluates performance and provides feedback.

INTERPERSONAL SKILLS

- ❑ **Participates as a Team Member**
 - Works Cooperatively with others.
 - Contributes to group with ideas and suggestions.
 - Encourages and motivates an individual or group.
 - Demonstrates speaking, listening, writing and interacting skills sufficient to participate as an effective team member.
 - Communicates thoughts, feelings and ideas to justify a position.
- ❑ **Teaches Others**
 - Effectively organizes and presents information to teach others.
- ❑ **Serves Customers / Clients**
 - Works and communicates with clients and customers to satisfy their expectations.
 - Presents self in a positive manner.
- ❑ **Exercises Leadership**
 - Encourages, negotiates, and motivates an individual or group.
 - Responsibly challenges existing procedures, policies or authority.
- ❑ **Negotiates to Arrive at a Decision**
 - Works cooperatively with others to arrive at a decision.
 - Communicates thoughts, feelings and ideas to justify a position.
- ❑ **Works With Cultural Diversity**
 - Works well with all genders and with a variety of ethnic, social or educational backgrounds.

TECHNOLOGY & TOOLS

- ❑ **Selects Technology**
 - Understands various technologies to select which set of procedures, tools and/or machines produce desired results.
- ❑ **Applies Technology to Task**
 - Selects and analyzes information and communicates the results to others.
 - Selects and applies the most effective technologies to accomplish a task.
- ❑ **Maintains & Troubleshoots Technology**
 - Prevents, identifies and solves problems related to maintaining and troubleshooting technology.

SYSTEMS

- ❑ **Understands Systems**
 - Organizes, processes and maintains written or computerized records and other forms of information to better function within the system.
 - Articulates expectation for functioning within the social or organizational systems.
 - Identifies employer expectations and acceptable work behaviors and their effects.
- ❑ **Monitors & Corrects Performance**
 - Distinguishes trends.
 - Predicts impact of actions on system operations.
 - Analyzes problems within the system or organization and takes necessary action to correct performance.
- ❑ **Improves & Designs Systems**
 - Makes suggestions to modify existing systems to improve products or services.
 - Develops new or alternative systems.

INFORMATION

- ❑ **Acquires & Evaluates Information**
 - Identifies employer expectations and acceptable work behaviors.
 - Acquires community resources to achieve personal needs.
 - Identifies employer expectations for safe, efficient and productive use of equipment.
- ❑ **Organizes & Maintains Information**
 - Organizes, processes and maintains written or computerized records and other forms of information in a systematic fashion.
- ❑ **Interprets & Communicates Information**
 - Selects and analyzes information to make decisions and/ or to use forms and/or documents.
 - Communicates thoughts, feelings and ideas to justify a position.
 - Selects and analyzes information and communicates the results to others.
 - Effectively interprets and presents information during interviews and while teaching others.
- ❑ **Uses Computers to Process Information**
 - Employs computers to analyze and communicate information.
 - Organizes, processes and maintains computerized records and other forms of information.
 - Selects and analyzes information and communicates the results to others using computers.



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