



ESSENTIAL CAREER & EMPLOYABILITY SKILLS

The Human Capital Development Newsletter

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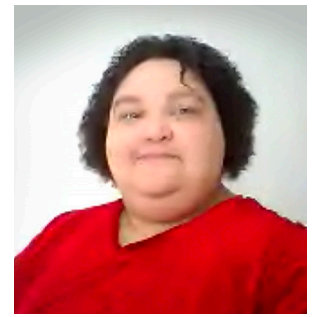
**CENTRAL
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From the Desk of the Director

Hello! I am Latoya Brower, Director of Essential Career & Employability Skills (ECES) at Central Carolina Community College.



Latoya R. Brower
Director, Essential Career & Employability Skills, CCCC

Welcome to the second edition of the ECES Human Capital Newsletter! It is my hope that you are well and healthy while enjoying this newsletter. Like many of you, at this point, I was hoping we would be facing our new normal post COVID-19. Instead, we are again besieged by the virus as the new Delta variant takes hold and begins to spread.

The impact from the 1st and 2nd wave of the virus will be felt for many years down the road.

The viral pandemic has changed many things around the world, but one of its most profound changes is the changes in the way people work and employers hire and engage employees.

Between the virus and the government's economic stimulus payments many businesses are struggling to remain viable as individuals are reluctant to return to work; in-person or virtual.

This impacts our educational systems across the nation as well. Despite the sentiment last year of wanting to return to in-person classrooms, college enrollments have taken a hit and are still lagging even after the roll-out of vaccines.

The false security given by the economic stimulus package will hit many hard as those funds come to end, inflation takes hold, rent moratoriums lift, and the race for jobs begins as many finally realize that many jobs that were there before are no longer.

Still the federal and state governments are hopeful that people will return to work, will return to open new businesses or re-open their business that closed due to the viral impact.

That is why the government is supporting education initiatives across the nation; providing funding for scholarships for short-term career training as well as degree completion.

As the president works to get his economic infrastructure bill to pass, now is the time for people to take advantage of career training opportunities to retool or learn new skills and gain credentials to obtain employment in the jobs of tomorrow.

We were already facing a growing skills gap, pre-COVID, that had serious consequences for our nation and economy. So now what lies ahead for a nation of people not ready to get back into the workforce?

How this story of the viral pandemic of this life times concludes lies in the hands of American workers and the unemployed.

To have a bright future we each must do our part to shine a little light.



Contact the Director

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EMPLOYABILITY SKILLS

What they want and **You Need**



When we think of getting ready for work, we generally think of routine things we do such as brushing our teeth, showering, getting dressed, packing meals, and other things. Of course those things are necessary when you have a job, but when you are job searching, it is important that “YOU” are ready for work. You can easily “look” like you are ready for work, but the litmus test of employment for employers is what is called your “employability skills” or “soft skills.” These are skills that are the personal attributes that enable one to interact effectively and harmoniously with other people as well as to apply knowledge to solve problems, and to fit into any work environment.

A research conducted by Harvard University, the Carnegie Foundation and Stanford Research Center concluded that 85% of job success comes from technical skills and knowledge. Yet employers say that applicants are unprepared for work because of their lack of these soft, employability skills or termed work readiness skills.

So what are these employability skills? They include but are not limited to:

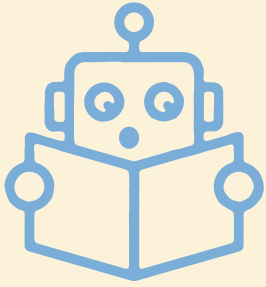
- ✓ **Communication**
- ✓ **Work Ethics**
- ✓ **Work Etiquette**
- ✓ **Teamwork**
- ✓ **Reliability**
- ✓ **Problem-solving**
- ✓ **Organization and planning**
- ✓ **Initiative**
- ✓ **Self-management**
- ✓ **Leadership**
- ✓ **Learning**
- ✓ **Technology**

You may ask, “How can I build my employability skills?” Well, you certainly cannot build them by not interacting with people. Since every job on the planet involves interacting with people on some level, it is important that you capitalize on opportunities to interact with others. You can build your employability skills through participation in:

- ✓ **Paid work**
- ✓ **Unpaid work and volunteering**
- ✓ **Sports and other hobbies**
- ✓ **Community or other group activities**

Remember, when you build upon your employability skills, you build upon better job opportunities!





Interesting Career Facts

- 1 Monday is the most common sick day.** Except in Australia! I guess they are reliable folk until Tuesday arrives – Australia's most common sick day.
- 2 Fridays are the least likely sick day.** People are much happier and more likely to fulfill their duties on a Friday.
- 3** If you work 40 hours a week up until 65 years, you will work just over **90,000 hours** in your lifetime.
- 4** Leonardo Da Vinci is credited with writing **the first résumé.**
- 5 The Industrial Revolution allowed people to work longer and year-round.** Work was no longer dictated by seasons and natural lighting!
- 6** Around the world, the working week ranges between **40 – 44 hours per week**, but some countries have a great attitude toward work-life balance! In France the average work week is **35 hours**, The Netherlands has the shortest work week in the world at **29 hours** per week.
- 7 Sadly, in North Korea residents living and working in labor camps work over 112 hours per week!**
- 8** In Japan the average working week is **60 – 70 hours**. Many Japanese drop dead at work as a result. This is known as 'Karoshi'. **Every year, over 10,000 Japanese suffer from 'Karoshi'**
- 9** The word 'boss' is Dutch, meaning 'a master'
- 10** The word 'employ' is Latin, meaning to 'enfold, involve, associate'





In the **Spotlight!**



Meet the Instructor: **Dr. Norman Collins**

Tell us more about you and your interests in continuing education and Essential Career & Employability Skills (ECES).

I believe my interests in continuing education stem from having been engaged in the field of education for most of my life, both through my secondary and post-secondary matriculations as well as employment. My earliest professional career began at a community college in my hometown where for almost 5 years I was employed as an accounts receivables clerk, gospel choir instructor, and later as a life skills instructor. In addition, I have been employed at Jackson State University as a consultant for institutional development and at Mississippi Valley State University as a career counselor for 3 years. I would say that my interests and passion in essential career and employability skills were heightened after I relocated to Raleigh and was employed as a job seeker consultant with NCWorks Capital Area and later as a supervisor of supported employment with RHA Behavioral Health. These experiences eventually led me to Atlanta where I was hired to develop a work readiness program. Currently as a business services coordinator with Triangle South Workforce Development Board through CCCC, I have amassed a holistic view of workforce development.

What do you like most about ECES?

“Choose a job you love, and you will never have to work a day in your life,” Confucius once said. A key focus of ECES is assisting students/individuals with obtaining the education and soft skills necessary to obtain and maintain sustainable employment that aligns with their interests and passions. Moreover, ECES assists in creating a “career” pathway that enables individuals to fulfill their needs of survival, social interaction, satisfaction, and self-fulfillment.

ECES Program: **Career Ready**

The courses in this program category are designed to help individuals who are ready to get hired. These individuals have the technical skills required to do the job and are ready to obtain the finishing touches through gaining essential soft skills critical for interacting with others in the work environment, skills to help them in creating and crafting highly effective resumes, learn important 21st century job search and interviewing skills.

Available courses include:

- + Career Ready Bootcamp
- + Jobs 101
- + WorkKeys NCRC Prep (CCCC created prep course for National Career Readiness Certification)
- + Working Smart (essential soft skills)

To find out more about ECES Course Schedule, view the Continuing Education Course offerings at www.cccc.edu/e cd/find-classes.

Career Fun Zone

Take some time to unwind by enjoying this crossword puzzle.

Can you find them all?

Extra Fun Challenge Idea

Share a copy of this puzzle with a friend, family member, or colleague, and challenge them to see who can solve it faster.

Hint: Words may be found forward, backwards, vertical, or diagonal.



Career Fair

A K H A N D S H A K E N T X C
O Q X V H Q C P D G U O B R L
N S E X P O Z E Q N L O C E B
U F M B J Z B T U I N V Q S Y
K S P E N S K A C K E Y E U W
O B L J G S P C O R O Z K M E
R K O D O B A I N O F X H E V
T H Y T P E T N T W O G S S I
Z N E M C V T U A T L X D Y T
N L R T S J I M C E D A E Y I
Z F S Q O Q T M T N E Z R W S
L S M B W S U O C Q R Y I S O
K Z S B A L D C C S S D T L P
B O O T H S E E H C E S T L L
E I P S T N A C I L P P A T R

EMPLOYERS
APPLICANTS
RESUMES
PENS
FOLDERS
COMMUNICATE
HANDSHAKE
POSITIVE
ATTITUDE
ATTIRE
NETWORKING
EYE
CONTACT
BOOTHS
JOBS