

Education Outreach Webinar Q&A (November 18, 2020)

Note: These questions were posed following a webinar hosted by LMCI Education Outreach team and answered afterward here in full for your reference.

Q: Where do we sign up for you to present?

A: Please send an email with as much information as possible to careerinformation@twc.state.tx.us and someone will respond to your inquiry at their earliest convenience.

Q: Will the presentations to students be by the local office staff?

A: It depends. If you have a regional Education Outreach team located in your area, we would ask them to respond to your request first. If they are not available, or there is not a localized team in your area, our team would respond to the request as we serve all ISDs across the state.

Q: Could we email you for counselor packets or do we have to call?

A: You can request a counselor packet by sending an email to careerinformation@twc.state.tx.us. Be sure to include your name, email address, the school you work for, and a physical address.

Q: If we wanted to put together an event for you to present in our ISD area is that possible?

A: Absolutely. Send a detailed email of your request to careerinformation@twc.state.tx.us and we will be in touch to coordinate things with you.

Q: Where can we get the updated TWC materials, for example WIA flyers for LRGV?

A: The appropriate place to get materials depends on which entity created it. For example, our team has several publications and materials being used across the state, but the regional Workforce Board offices and the local Workforce Solutions Offices also create and distribute their own materials. If there is something specific you are looking for, send a detailed email to careerinformation@twc.state.tx.us and we can connect you to the right folks to find it if we do not have those materials.

Q: Do you assist Alamo? DFW?

A: If you are located within the state of Texas, we can work with you.

Q: Can you do a presentation for AEL students and Workforce students?

A: Yes. If we are serving individuals in educational settings who need career related guidance, we can work with you. If you are not sure whether your need is something that we can meet, send a detailed email to careerinformation@twc.state.tx.us and we can let you know if our team is the right fit, or point you in the direction to find the right resource.

Q: Do you have recordings of your presentations, such as soft skills, that may be shared with students?

A: We have a few recording links available for presentations we have done for others, but many of those contain content that is specific to a region. Therefore, very soon, we will begin the process of creating a library of recordings to address the many different topics and workshops we can provide. We will

notify everyone in our mailing list as those videos become ready for distribution. If you are not already on our mailing list, send a detailed request to careerinformation@twc.state.tx.us.

Q: Do you have the manual online?

A: The training manual we use to onboard our Education Outreach Specialists across the state can be found on the *Counselor and Teacher Page* of our website. You can get there by going to following link: <https://lmci.state.tx.us/counselors/counselors.asp>. Or, if you navigate to our homepage at <https://lmci.state.tx.us>, click the *Counselors & Teachers* hyperlink at the top. Be sure to scroll down to the bottom of the page for the manual.

Q: How do I find the resume builder?

A: We have a resume builder in our Texas Internship Challenge website. Get to that tool here: www.txinternshipchallenge.com

We also have a resume builder at the WorkInTexas website. You can also access it here: www.workintexas.com

Q: Do you provide training and certification for students in soft skills?

A: Some Workforce Solutions Offices do this, while others do not. The LRGV Regional team has a structured soft skill module which job seekers or students can complete and anyone in the state can use it. See the link below.

These programs are working with local colleges and industry liaisons to provide certification that offers continuing education credits and industry/employer recognized credentials.

Our team, because we cover the entire state, do not at this time provide industry or post-secondary recognized certifications for our soft skill workshops, but we can provide a certificate of completion if teachers require it as proof that a student attended and participated in one of our workshops.

LRGV Regional team's Job Readiness Curriculum:

<https://gcc01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.livebinders.com%2Fplay%2Fplay%3Fid%3D2172994&data=02%7C01%7Clorena.knight%40twc.state.tx.us%7C9c9437219934403f91e308d7d67b432e%7Cfe7d3f4f241b4af184aa32c57fe9db03%7C0%7C0%7C637213697209278555&sdata=t6sGaHJA%2Bu4UiJrDZakYxY1mElNeGGi7o9L%2FBunBPs4%3D&reserved=0>

Q: Do you have information on Texas workforce ready programs that provide paid training for high school graduates?

A: The workforce-ready programs that may be available for your students will differ based on your location. We recommend you communicate with your local Workforce Solutions Offices to determine which Youth Services or Youth Programs may be available in your region. Eligibility requirements to participate in these programs can be provided by the same staff. Go to the following website to enter your zip code, select "Job Seeker" and click search to find the Workforce Solutions Offices near you along with their contact information. <https://www.twc.texas.gov/directory-workforce-solutions-offices-services>

Q: I work at an alternative campus. How could these be utilized with our students? Training? Presentations?

A: Currently, our services are provided virtually. If your campus has access to Wi-Fi, we can host (or you can host) a virtual session and we can meet with your students in this format to provide the content for a session you request. We can also provide worksheets to coincide with any lessons we facilitate so that students also have asynchronous work assignments they can complete using the content or tools we cover in the session.

If your campus is not allowed access to Wi-Fi, we can pre-record our sessions and send the faculty member we are working with a link to the downloadable content. They can then share the content for students to review when needed and worksheets will be provided for these recordings as well.

Q: Do you provide any training and certifications for students? What are the costs?

A: The training we can offer to students covers many career development topics including: career exploration, career research, career assessments, soft skills, resume writing, the job search for youth, overcoming common barriers to employment, how to search for and understand labor market data, and more. All of our services are provided at no cost to the students, teachers, or schools. Unfortunately, we do not provide state or employer-recognized certifications for attending our sessions, but if requested, we could provide faculty with a certificate template they can fill out for students should they need to provide a certificate of completion to receive a grade for participating in one of our workshops.

Q: Do you work with Transformative Justice Programs and participants?

A: Yes, we do. We can work with any youth in educational programs no matter the setting: public schools, private schools charter schools, alternative campuses, foster youth transition centers or group homes, and juvenile justice education centers, just to name a few examples.

Q: Is it possible to get a certificate for attendance for professional development credit?

A: Often, when we are providing professional development sessions at academic conferences, as part of a regional or district PD event, or through the coordination of a region or district office, all participants are provided a certificate of completion for CEUs through the conference staff, ESC regional office, district office, or campus, but not directly from the Education Outreach team.

Q: Are you providing trainings in person or virtually?

A: Currently (November 2020) all of our services are available virtually. Once COVID-19 travel restrictions are lifted, we will return to providing services in person, but will continue to offer virtual experiences as well.

Q: Do you provide any training on Leadership Development?

A: Leadership development is a skill included in our session in soft skills, but we do not have a lesson that focuses only on this one skill.

Q: Do you have to administer the Career Assessments or is that something I can do as a diagnostician?

A: Anyone can administer the career assessments. One of our services is to provide a resource showcase to students, parents, teachers, or counselors to inform them about our career assessment tool and the plethora of other free and reliable assessment tools we have found. As part of that showcase, we discuss the importance of completing self-assessments as part of the career exploration process. If a showcase is all you need, we would leave the completion of self-assessments for the faculty to administer at another time. However, if requested, we can expand our service to provide more of a workshop experience, which would include having participants complete at least one self-assessment. Participants would then take their results and we would apply career research/exploration techniques so that they could utilize the information they gain in a practical way.

Q: Perdon que cursos tienen para personas mayores de [sic] 24 (“What courses do you have for people older than 24?”)

A: Each Workforce Board area provides their own catalog of services, so the answer to this question will differ depending on where you live. We recommend you find the nearest Workforce Solutions Office and reach out to them to determine which services they provide that may meet your needs. Go to <https://www.twc.texas.gov/directory-workforce-solutions-offices-services> to enter your zip code and find the office closest to you.

Q: What is the timeframe required to request a speaker?

A: At this time, we have much more flexibility in our schedule because our services are provided virtually, and we do not have to set aside travel time to serve our customers. Therefore, we estimate that with 1-2 weeks of advance notice, and with appropriate availability of staff, we could work with you to put together a virtual experience that meets your needs and allows us the time we need to personalize each presentation.

Q: Do you have information for middle school students for summer jobs?

A: There are a couple of resources we point students to if they are looking for work. The first is the Texas Internship Challenge website. You can access this tool at www.txinternshipchallenge.com. This database has postings for students as young as 16, and many of them are paid.

We also point students to the Work In Texas website at www.workintexas.com. This database has thousands of full, part-time, and seasonal job postings from across the state. Students can browse through them to see what employers are looking for or apply for the positions. When considering middle school students, however, one must bear in mind that many of them are below the age limit to legally work in the state of Texas. Therefore, it may be rather difficult for them to find jobs for which they can apply.

Q: How can I access elementary resources:

A: At this time, we have two publications geared towards the elementary audience. The first is a coloring book for students Pre-K through about 3rd grade. You can get to the English-language version here: https://lmci.state.tx.us/shared/PDFs/Careers_CB_English.pdf and the Spanish-language version is here: https://lmci.state.tx.us/shared/PDFs/Careers_CB_Espanol.pdf. We also have an English-

language activity booklet for students in 3rd-6th grade. Get it here:
https://lmci.state.tx.us/shared/PDFs/Careers_Are_Everywhere.pdf

Q: Will there be more webinars we can attend?

A: Absolutely, we would like to begin hosting webinars bi-monthly. Keep your eyes out for email announcements from TWC as well notify everyone on our mailing lists as new webinars are scheduled and the recordings are posted.

Q: Do you provide training for online interviews?

A: Yes, we can discuss with students how to properly prepare for and ace an interview and this includes making considerations for when those interviews occur in a virtual setting.

Q: Where are the new order forms for the updated color book?

A: You can access the order form several different ways.

It is located on our padlet at: padlet.com/TWC_EO/Nov20

You can also access it on our LMCI website by going to:

<https://lmci.state.tx.us/shared/OrderForms/OrderForm.pdf>.

Finally, you can also email us at careerinformation@twc.state.tx.us at any time to request a form and we will email one to you. You can access our products at the following link:

<https://lmci.state.tx.us/shared/publications.asp#Magazines>

Q: How do we sign a student up for the lessons on the topics for you to teach them?

A: The Education Outreach team provides trainings and presentations to an entire class or group of students that are interested in the topics discussed. Once the Education Outreach Team receives approval to travel for events, invitations must consist of an audience of at least 50 attendees. At this present time in conducting trainings in a virtual environment, we are able to lead presentations and accommodate various sizes of classrooms to serve students, educators, and parents.

Q: Are you able to present after 5:00 pm.?

A: Any one of the Specialists would be willing to accommodate and conduct presentations scheduled after 5:00pm. Please send an invitation with as much information as possible to careerinformation@twc.state.tx.us and someone will respond to your inquiry at their earliest convenience.

Q: When is the Curriculum Guide going to be published to the website?

A: We are not creating a curriculum guide for teachers as we don't want to be prescriptive in how Educators choose to use our tools and resources with students. Rather, we are putting together a series of recommended activities/lessons to use in classrooms which align to our content, tools, and resources. These materials are being created or updated on a regular basis and will be announced via email to our subscribers. Otherwise, visit us at www.lmci.state.tx.us to check for new materials.

Q: Where are the recommended activities?

A: In the past eight months, as we have been working remotely and unable to travel for face-to-face events, we have spent our time creating and authoring a plethora of new career education content to share with our audiences. The collection of recommended activities is one of them. Unfortunately, these products take some time to reach the distribution phase. We recommend you pay attention to any announcements coming via email from TWC as we'll make announcements whenever any new product is made available to the public.

Q: Can we get the emails of the Outreach Specialists please?

A: Absolutely. You can reach Major Jones at major.jones@twc.state.tx.us, Jonathan Butler at jonathan.butler@twc.state.tx.us, and Ronny Washington at ronny.washington@twc.state.tx.us, or Lori Knight at Lorena.knight@twc.state.tx.us

Q: Is there a cost for the presentations and if so do costs differ for virtual/in person presentations?

A: Not at all. Our presentations are 100% free to the district(s)!

Q: Is there a program for the Dallas area?

A: There is not current a regional outreach team in the Dallas area, however the TWC Education Outreach Team serves the entire State of Texas. You can send an email with as much information as possible about your event to careerinformation@twc.state.tx.us and someone will respond to your inquiry at their earliest convenience.

Q: Can we review the curriculum on what you have to offer the students?

A: We are in the process of putting together a list of our presentation and workshop topics. When it is complete, it will be added to our Padlet: https://padlet.com/TWC_EO/Nov20 as well as our website: <https://lmci.state.tx.us/>

Q: How do we find out what area we call to help us?

A: Visit https://lmci.state.tx.us/counselors/downloads/ESC_WDA_Crosswalk_Map.pdf and use the map to determine the appropriate crosswalk between Education Service Center (ESC) regions and Workforce Development Area (WDA) regions

Q: Can you present to my 5th grade students about career opportunities?

A: Yes we can! You can send an email with as much information as possible to careerinformation@twc.state.tx.us and someone will respond to your inquiry at their earliest convenience.

Q: How can we find the contact information for regional teams?

A: You can send an email to careerinformation@twc.state.tx.us and let us know you are looking for local contacts. We can determine if you have a local team available or other Workforce Solutions Office staff available to assist you and we will connect you to those personnel.

Q: How do we get added to the email distribution?

A: Your registration to attend this webinar has added you to our mailing list. If you did not register for this event, email your request to us at careerinformation@twc.state.tx.us including your name, the school you work for and physical address.