

WIN Career Readiness Courseware for Employers



What is WIN?

WIN Career Readiness Courseware is a skills-based, online instructional tool created to help learners build the skills necessary to get the jobs they want. WIN courseware is aligned with the WorkKeys assessments, and is used across the nation along with Career Readiness Certification programs to help individuals build and certify their skills. The courseware includes foundation skills instruction in ten career-oriented skill and proficiency areas:



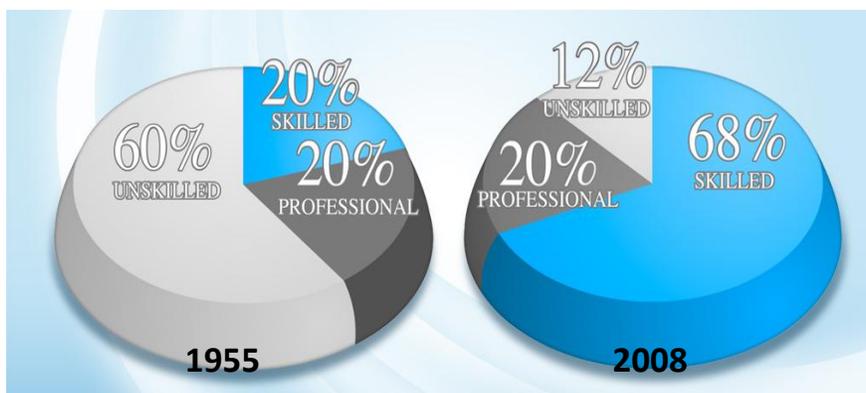
Important features:

- Aligned with the WorkKeys assessments
- No cost to employers
- Available online 24 hours a day, 7 days a week
- Also available in printable pdf format for managers and administrators
- Work Habits module covering professionalism, communication, collaboration, and problem solving
- Additional contextualized learning modules in 19 fast-growing occupational areas
- Natural voice narration for all ten skill areas

Why use WIN?

In the past the job marketplace was more accessible to unskilled individuals seeking employment. Today that is not the case, and by 2020, more than 90 percent of all jobs will require skill levels beyond those learned in high school. Because most training today is done on the job, businesses need employees who have a solid foundation in jobs skills and who are trainable. WIN Career Readiness Courseware helps learners build real-world skills which provide a competitive edge in today's job marketplace.

Changes in Workforce Skills Needs Over Fifty Years



How can WIN be used?

- Identify and remediate skill gaps among current employees
- Incentivize/encourage continual learning and growth among current employees
- Build and reinforce workplace skills
- Identify candidates for promotion from within an incumbent worker pool
- In conjunction with a WorkOne and the WorkKeys assessments, to expedite the hiring process by filtering for applicants with the necessary skill levels
- For employers with existing JOBS profiles, as a remediation tool for any potential or current employee assessed below desired levels
- For employers requiring any of the WorkKeys assessments, as a practice test for potential hires prior to the assessment in order to promote familiarity with the skill area and testing format
- For employers preferring the National Career Readiness Certificate (NCRC), as a brush up tool for individuals prior to taking the WorkKeys assessments

Where can an employer get started using WIN?

Any Indiana resident can gain access to the WIN online courseware by completing the self-enrollment form on the Department of Workforce Development's WIN webpage: <http://www.in.gov/dwd/2710.htm>.

Employers interested in using WIN in their workplace can use the self-enrollment form, selecting "facility" as the enrollment type and adding any additional comments. User guides, training, and webinars are available for businesses wishing to get their employees started in the WIN courseware which can be acquired by contacting any of the following WIN Administrators:

<u>Regional Administrator</u>	<u>Region</u>	<u>Telephone</u>	<u>Email</u>
Sandy Alvarez	1	219-462-2940 ext. 33	salvarez@innovativeworkforce.com
Karen Airgood	2	574-233-6175	kairgood@gotoworkone.com
Karen Green	3	260-469-4307	kgreen@workonene.org
Kara Webb	4	765-807-0891	kwebb@workonewestcentral.org
Rebecca Altes	5	317-838-9335	ralt@workonene.org
Karen Bailey	6	765-282-6400 ext. 104	kbailey@work-one.org
Sheila Hess	7	812-242-6429	shess@vinu.edu
Richard Rampley	8	812-331-6008	rrampley@tds.net
Jennifer Montgomery	9	812-537-1117 ext. 243	jmontgomery@dwd.in.gov
Ron Hutcheson	10	812-941-6405	rhutcheson@jobworksinc.org
Sherrie LaGrone	11	812-492-4504	sherrie.lagrone@workonesw.org
Joseph McCoy	12	317-358-4539	jwmccoy@dwd.in.gov
Martha Finch-Anderson	State	812-882-8770 ext. 227	mfinch-anderson@dwd.in.gov

For additional information about WorkKeys assessments or the JOBS program, employers can contact their local WorkOne center or their regional business consultants.

