Pre-Employment Training:

Background:
Companies are providing the technical training for their entrée level employees but not on the soft-skills like attitude, perseveres & trainability skills (see Reason 3 below). Project academy will deliver those skills while providing a service to the community.

Purpose:
The purpose of Project Academy is to serve the community by successfully preparing entry level people to be productive in the work environment & society.

Mission:
- Help drop-outs and students at risk to get back into society and be productive members.
- To see learning as fun and a necessary part of retaining a job while becoming life-long learners.
- To develop the reasoning skills to help entry level workers to manage in today's society and to begin to build a set of skills as thou you are in your own business.
- Students will learn that problems are opportunities. The bigger the problem, the bigger the opportunity. (Vinod Khosla)

Vision:
- To grow our non-profit by serving the community with training entry level personal with soft-skills to be success in providing value to the business community and society.
- Create relationship with community and business organizations to be their partner in training productive people for their organizations.
- Provide skills for various industries such as Hospitality, food industry, manufacturing and others

Uniqueness:
Infusing life-skills by having the students understand the following:
- Creating a candidate's attitude of "being in their own business"
- learning the "engineering mind-set" skills
- Self-directed work teams
- learning thru teams and problem solving skills.

Project Academy

Pre-Employment Training:

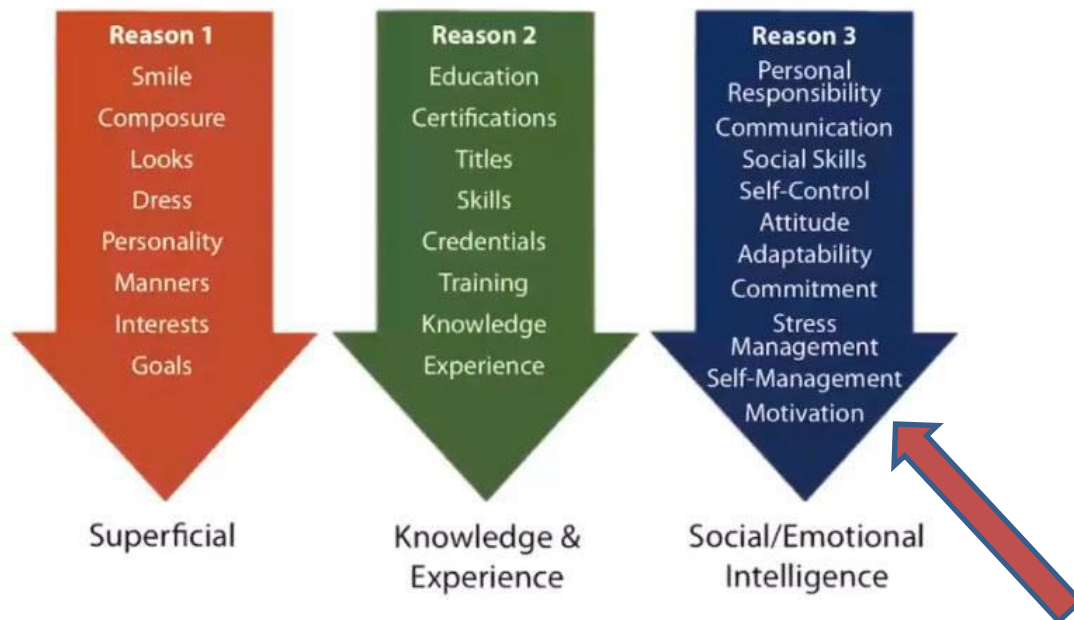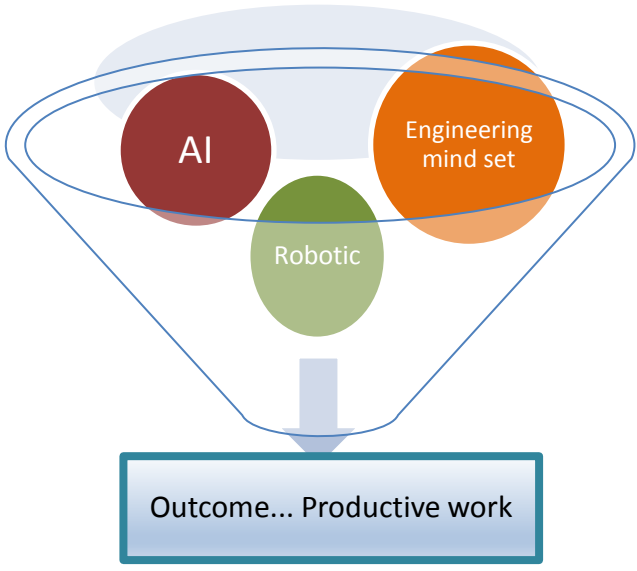| |
|---|
| **Partners:**
CharterLabs, Conover-company, talentIMS, skills-care, |
| **Organizational relationships:**
Companies, educational and community organizations |
| **Student Learning Process:**
The pre-employment school is a 4-week course where students in a multiple learning mode experience team work, problem solving, field trips to organizations, how to operate as your own business and learning the skills around the engineering mind-set. The program will incorporate skills needed by or corporate partners. |

THE TURNOVER PROCESS

Some companies hire for Reason 1, some companies for Reasons 1 and 2, but most companies lose people because of Reason 3.

Reason 1	Reason 2	Reason 3
Smile	Education	Personal Responsibility
Composure	Certifications	Communication
Looks	Titles	Social Skills
Dress	Skills	Self-Control
Personality	Credentials	Attitude
Manners	Training	Adaptability
Interests	Knowledge	Commitment
Goals	Experience	Stress Management
		Self-Management
		Motivation
Superficial	Knowledge & Experience	Social/Emotional Intelligence

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Integrated functions	Engineering mind-set Life-Skills
Outcome... Productive work **Skills:** **Attitude:** Positive, Flexible' Focus **Team-Work:** Respect, Listening, Conflict resolution, Cultural values **Social:** Time management, Customer focus, Work ethics Leadership, Risk taking	Customer focus... market needs
	Team work ... people on the same page
	Planning, Measurements, Feedback, Quality focus, Deliverables
	Problem solving... keeping to plans
	Thinking skills... creativity, critical thinking, questioning, system focus, reflection
	Reporting (Internal & External)
	Communicating... Reports up/down the organization
	Leadership... Directions, Stretch goals
	Management (insuring milestones are meet)

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Pre-[Employment](#) Training:

Plan:

Step/Time	Description
1	List of possible companies to discuss employment opportunities for young adults. Staples; Food chain; Starbucks; Amazon; Wegmans
	Determine the drop-out rate and graduation but not college rate in Framingham
1,1	List work force development groups and contacts. Discuss what we do.
2/ 2nd week	Complete proposed plan
3/ 2nd week	Create list of organizations in metro west that support at risk young adults.
4 / 3rd week	Contact & begin to propose concepts to companies, community non-profits, market the concept to the community thru local media

Why it is Important

Pre-employment training is important for both businesses (especially in industries with high churn rates or increased and unpredictable hiring demands) and for job seeking individuals that might be lacking in specific skills for the roles that they are looking to be hired for.

Scholars, think tanks, and consultancies have written about [looming job disruptions](#) accelerated by the current wave of automation. The more alarming scenarios suggest automation and AI will eliminate 40 to 60 percent of today's jobs. No one knows precisely how many occupations will be eradicated, but it's clear that a large share will change dramatically in coming years, thanks to increasingly intelligent software.

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Pre-[Employment](#) Training:

Yet, government, corporations, and the education system have all failed to focus sufficiently on defining and designing future job categories <mark>that allow humans to play to their strengths when their tasks are integrated with intelligent tools.</mark>

Instead, the US is pretending it can keep running an economy that's designed to make humans and machines compete for work.

It also provides a service back to the community by helping young adults at risk to re-entry society.

Benefits of doing it

Pre-employment training is a more organized way to siphon in new employees to cater to a company's needs. It helps companies to discover and prepare potential employees with just the right set of skills and knowledge that they need to begin working productively.

Firstly, the training program is designed around the core competencies required by a company and as such, attracts people specifically looking for these jobs.

Requiring potential hires to complete the program successfully helps weed out candidates that lack the desired determination, did not exhibit enough commitment in their training or have been proven problematic in other ways (e.g. decreased capacity for team work, etc.). Project Academy will assess the candidates for their trainability skills and weed out those that lack the commitment.

As the program can be designed specifically around concrete business needs and workflows (opposed to being a generic learning course), employers can monitor and assess the behavior, skills and success of the candidates at every stage of the process and on specific issues and steps that matter to the company.

By the end of this process, company recruiters have the information that they need to classify potential hires based on their aptitude and training performance, sorting out those that don't meet their expectations.

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Pre-Employment Training:

This not only saves your HR team time from interviewing and considering sub-par candidates, but also allows them to spend more time with the qualified candidates.

How it can be applied to your company

While there are no fixed rules for creating a pre-employment training program, the typical procedure would involve a period of analysis whereby company executives and HR teams will work with Project Academy to determine what positions are needed by the company (and in what numbers) and what kinds of skills and workflows are needed for each job. The next step would be to determine some selection criteria for successful candidates to make it to the next stage (either hiring or further interview with HR, etc.).

Most pre-employment programs focus on positions for which potential hires can be prepared in a short-term training period (e.g. a couple of weeks), and finish with testing whose purpose is to determine the progress, suitability (and desirability) of the candidate.

Pre-employment training: Team Building & Problem Solving

Financial literacy Day:

Income
Expenses
Bank book; transactions; credit cards
Saving
Charge card math
Planning, life goals, reflection   What's it going to cost,   does it fit?
Giving, donating

Day at work: Integrating life-skills

Getting to work
Dealing with People ,, communication, teams
Processes

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Pre-Employment Training:

Planning the work
Doing
Observation, reporting
Planning the future / Reflection

Self-directed work teams

Ownership of the process
Measurements & improvement
Reporting & communication

Life-Skills

Unique learning process

Thinking like an owner

Engineering mind-set

Self-directed work teams

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