



## Boston PIC

### Supervisor Training

Boston Private Industry Council- Boston's Workforce Investment Board



## PIC's Mission:

To strengthen Boston's communities and its workforce by connecting youth and adults with education and employment opportunities that prepare them to meet the skill demands of employers in a changing economy.

- The Boston Compact
- Workforce Pipeline

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## Goals for the Orientation

- PIC Summer Jobs Program
- Key characteristics of teenagers
- Techniques for managing and mentoring teens at the workplace

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## Goals of the PIC Jobs Program

- Career exposure
- Meaningful work experiences
- Personal and academic growth
- Assessment

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## Structuring the Job for Success

The supervisor is the most important and influential person in the student's experience, productivity and growth on the job.

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## Structuring the Job for Success

The First Day- Establish Communication

- Expectations
- Rules and consequences
- Student's role

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## Structuring the Job for Success

### Tips on Engaging Students with Professional Standards

- Meaningful job description
- Individual contribution
- Set standards
- Teach terminology

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## Adult Connections

### To Structure the Internship for Success, Supervisors should Provide:

- Goals
- Projects
- Feedback
- Mentorship

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## Adult Connections

### Tips on Communication

- Constructive criticism
- Individual correction
- Regular check-in

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## Real Work/Real Standards

- Avoid isolation and repetition
- Special skills

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## Classroom at the Workplace

- Students from the Class of 2008 & 2009 who yet to pass the MCAS
- 90 minutes of daily instruction in English or Math as part of the paid workday

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## Adult Connections

### Role of Career Specialist

- Student Preparation
- Case Management/ Troubleshooting

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## Teenagers at the Workplace

- Energetic and enthusiastic
- Resilient, ambitious and curious
- Lack of experience in a work setting
- Intimidated by the adult work environment
- Want to master new skills
- Have great expectations

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## Work Based Learning

*The Work-Based Learning Plan* is an evaluation and goal-setting tool tailored specifically to support a teenager in a work experience. It was developed and is used by employers, educators and career specialists statewide.

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## Three-fold purpose

1. Identifies ability level within skill areas (diagnostic)
2. Drives quality of student learning and productivity (goal-setting)
3. Assesses student progress (assessment)



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## Work Based Learning Plan Timeline

- The week of July 14<sup>th</sup>
- The week of August 11<sup>th</sup>

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