



Workforce Development  
& Employer Relations



# Workforce Development Engagement Support Guide

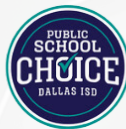


# Workforce Development Engagement Support Guide

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This guide provides a comprehensive framework for engaging with industry partners to enhance workforce development. From defining opportunities to executing impactful collaborations, this resource equips you with the tools and strategies needed to create meaningful connections that prepare students for the future.

Thank you for your commitment to shaping the future of our students. Together, we can build pathways to brighter careers and stronger communities.





# Introduction to Workplace Learning

The Dallas ISD Workforce Development department is committed to bridging the gap between education and the workplace. Our goal is to provide students with opportunities to engage with industry partners, develop essential skills, and prepare for work after graduation. This protocol outlines the steps for engaging with our department and ensuring a successful and impactful partnership.

## 01 Welcome | Introduction

An introduction to our vision for effective industry partnerships and the role of Workforce Development.

## 02 Engagement Opportunities

Explore a variety of ways to connect with industry partners to support student success.

## 03 Engagement Protocol

Step-by-step guidance for planning, executing, and sustaining impactful engagements.

## 04 Engagement Resources

Access tools and references to enhance your partnership efforts.

## 05 Acknowledgements

Recognition of the contributors and partners who made this guide possible.




## **Vision:**

To empower every student to optimize their educational experience by fostering partnerships and advancing workforce development, thereby promoting transformative economic mobility across generations.

## **Mission:**

We are dedicated to empowering students with the skills, knowledge, and experiences they need to thrive in today's dynamic workforce.







# Workforce Ready Continuum | Building Competencies for College and Career Readiness

EXPLORE | ENGAGE | EXPERIENCE | ENHANCE

## WORKFORCE READINESS COMPETENCIES

9<sup>th</sup> Grade

10<sup>th</sup> Grade

11<sup>th</sup> Grade

12<sup>th</sup> Grade

### Career & Self-Development

Develop Plans and goals for future  
Goal Setting | Personality Assessment

Show awareness of own strengths and areas for development  
Student Assessment

Show awareness of own strengths and areas for development  
Portfolio Development

Show awareness of own strengths and areas for development  
Portfolio Completion

### Communication

Demonstrate Written/Non-verbal communication  
Professional Email - Writing Activity

Demonstrate Written/Non-verbal communication  
Professional Communication Activity

Ask appropriate questions for specific information  
Mentoring Session

Demonstrate verbal, written, and non-verbal/body language, abilities  
Portfolio Presentation

### Critical Thinking

Make decisions and solve problems  
Critical Thinking Workshop

Make decisions and solve problems  
Workplace Challenge

Multi-task well in a fast-paced environment  
Internship

Multi-task well in a fast-paced environment  
Internship

### Equity & Inclusion

Demonstrates the awareness and skills to equitably engage & include people from different cultures.  
Community Service Project

Seek global cross-cultural interactions and experiences  
Community Service Project

Seek global cross-cultural interactions and experiences  
Community Service Project

Use multiple cultural perspectives to make inclusive and equity-minded decisions  
Lead Service Project

### Leadership

Capitalize on strengths to achieve goals  
Community Service Project

Plan, initiate, manage, complete, and evaluate projects  
Team Lead or Committee Member

Plan, initiate, manage, complete, and evaluate projects  
Resume Development | Mock Interview

Seek out and leverage diverse resources and feedback from others to inform direction  
OUTCOMES

### Professionalism

Demonstrate effective work habits  
Participate in Guest Speaker Series

Maintain a positive personal brand  
Resume Development

Prioritize and complete tasks to accomplish organizational goals  
Internship Prep Academy - Opiit Platform

Be present and prepared  
Job Shadowing

### Teamwork

Build and Maintain collaborative relationships  
Workplace Tour/Challenge

Collaborate with others to achieve common goals  
Learning & Volunteering Options Activity

Collaborate with others to achieve common goals  
Participate in a Career Prep Workshop

Listen carefully to others, taking time to understand and ask appropriate questions without interrupting  
Participate in a Career Prep Workshop

### Technology

Leverage technology to accomplish goals  
Digital Badge | Industry Based Certification

Use technology to achieve strategic goals  
Digital Badge | Industry Based Certification

Use technology to improve efficiency and productivity of work  
Internship Ready Badge - Opiit Platform

Use technology to improve efficiency and productivity of work  
Create LinkedIn Profile

**WORK** **READY**

**Community Service Project**

**Workplace Challenge**

**Professional Resume**

**Portfolio**

# Engagement Opportunities



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# Engagement Opportunities:



## CAREER PREPARATION

Career Preparation activities provide participants with extended opportunities to deepen their understanding of a field, while also gaining employability skills and some entry-level technical knowledge. Common engagements include:

- *Workplace Challenge/Skills Demo*
- *Service/Volunteer Learning*
- *Mock Interviews and Resume Workshops*
- *Industry-Based Certification Support*

## CAREER EXPLORATION

Career Exploration activities at this stage of the continuum are typically introductory and short-term. They offer participants an opportunity to learn about various industries and employers, including those that may be unfamiliar. Common engagements include:

- *Worksite Tours*
- *Job Shadowing*
- *Career Panels/Forums*
- *Guest Speaker*



## CAREER TRAINING

Career Training activities involve allowing participants to acquire specific skills in a particular industry or occupation, often in conjunction with classroom or lab instruction. Can include paid opportunities. Common engagements include:

- *On-the-Job Training*
- *Internships*
- *Transitional Jobs*
- *Workplace Challenges*
- *Skills Demonstrations*



# Engagement Protocol



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# Here's How we Support Engagement:

Now that you've explored the various engagement options available, let's dive into the step-by-step process for how to effectively bring these opportunities to life:



## What our partners and students are saying about engagement through the lens of internships :

The team was great - probably the most mature of any of the groups I've worked with! I'm grateful they threw themselves into the market research and gave me such a good jump-start on outreach."

-KeHE Distributors

"This internship was a great experience to have. The exposure I got from this internship has opened many new doors for me about these different industries I've never really thought of."

-11th grade WBLA Intern  
Wilmer Hutchins High School



# Engagement Toolkits



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# Engagement Resources



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