

UNDERSTANDING THE WORKPLACE

The Ever-changing Workplace and Workforce of the 21st Century

Spending 20 plus years with one employer is a thing of the past due to many factors, such as:

- Rapid technological changes
- Competitive global markets
- Company downsizing
- Mobile Workers

Workforce Changes

- Most new jobs will require education beyond high school, but only 20% of the jobs will require a four-year college degree.
- Of today's high school students, 60% will work in jobs that do not yet exist.

Workforce Changes

- New jobs will continue to shift to the service industries with more than half of the new jobs in health, business, and retail services.
- In the 21st century, 44% of all jobs will include information management.

The Way We Do Business Will Also Change

- Individuals will need to perform a variety of tasks requiring broader skill areas.
- Individuals will find themselves working in more dynamic group environments.
- Individuals will face the necessity of updating their skills in order to get and keep jobs.

Why Should You Know About Our Economy?

- The impact on community and business
- Job opportunities
- Use economic news, local and worldwide, to make career decisions
- All aspects of our free enterprise system impact the consumer

Why Do People Work?

- To earn a living
- To make a contribution
- To meet people
- To satisfy interests
- To use their skills and talents
- To help others
- For personal satisfaction

The World of Work Definitions

- Job – tasks or duties a person performs at the workplace.
- Occupation – group of similar jobs found in various organizations.
- Career – roles you play in your life, the settings in which they occur, and the major events of your life.

What Is A Free Enterprise?

- It's all about Economics . . .
 - How people produce, distribute, and use goods and services
- How the US Economy Works
 - Producers
 - Supply/Demand
 - Profits
 - Prices
 - Competition

Global Economy

- Links the U.S. economy to other economic systems in the world
- Includes the effect of other countries' economy on U.S.
- Has an impact on U.S. job market
- How does the global economy affect your career decision making?

How Technology Impacts Work

- Creates a new businesses and job opportunities
- Some jobs become obsolete
- Provides improved tools and processes for doing work

Technological Innovations in Career Clusters

- Agriculture, Food, & Natural Resources
- Health Services
- Information Technology
- Law, Public Safety, and Security
- Manufacturing
- Others

Be Your Own Boss!

- Advantages
- Disadvantages
- What does it take to run your own business?

It's Not Just a 9 to 5 Job

- Job sharing
- Consulting/contracting
- Flexible work hours
- Temporary employment

Success in the Workplace Depends on . . .

- Occupational Skill Levels
- Getting Along with Others
- Computer Literacy
- Problem Solving
- Excellent Math, Science, and Communication Skills
- Ability to take the Initiative
- Decision-making Skills

Workplace Success Also Depends On . . .

- A healthy self image
- One's job satisfaction
- A positive perception of one's relationship to the workplace
- The ability to access the job market, negotiate or bargain for decent wages, and maximize opportunities

Success in the Workplace

- Recognizing the importance of upgrading one's skills and retraining
- The ability to make the most of changing circumstances
- The ability to deal with gender and race role changes and conflicts

Success in the Workplace

- The ability to accept people in a variety of positions regardless of race, ethnicity, gender, class, age, or disability status
- The ability of individuals, employers, and educational institutions to provide supportive structures to help employees combine work and family

Success in the Workplace

Knowing employee rights:

- Americans with Disabilities Act (ADA)
- Child Labor Laws
- Safety
- Working hours
- Wages (minimum wage)

TOMORROW'S

**WORKERS WILL NEED MORE
EDUCATION AND SKILL TO WORK!**