

# Work Keys / Key Train

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# What are they?

Work Keys and Key Train are tools that have been developed and used to access foundation skill requirements for manufacturing and other occupations, and to provide training to students or applicants to improve their foundation skills.

# The process

1. Job Profiling to establish the foundation skill requirements for a specific job.
2. Assessment to determine competency with regard to the established foundation skills identified.
3. Opportunity to complete Key Train education elements to improve any foundation skills deficiencies identified.

# Foundation Skills

## Observation

- skill in paying attention to and remembering work related instructions, demonstrations, and procedures and in noticing details during distractions.

## Teamwork

- measures the participant's ability to choose behaviors that support the relationship among team members in accomplishing common work tasks.

## Locating Information

- measures the participant's ability to use information taken from workplace diagrams, maps, floor plans, forms, flow charts, instrument readings and other graphics.

# Foundation Skills (2)

## **Applied Mathematics**

- skill in applying mathematical reasoning and problem solving techniques to work related problems.

## **Applied Technology**

- measures the participant's skills in solving problems of a technical nature, involving the basic principles of mechanics, electricity, fluid dynamics, and thermodynamics.

# Foundation Skills (3)

## **Reading for Information**

- measures the participant's ability in reading and understanding work related text.

## **Listening**

- skill in receiving verbal information and then relaying that information to another person in writing.

## **Writing/Business Writing**

- skill in writing messages that relay work related information between people.

# Conclusions

## Profiled 10 Shipyard Jobs

- Steel fitter
- Pipe Fitter
- Welder
- Pipe Welder
- Outside Machinist
- Crane Operator
- Electrician
- Machine Operator (Burner)
- Maintenance Mechanic
- Front Line Supervisor

## Conclusions (2)

- During 2004 and 2005 more than 800 applicants were accessed.
- Work Keys results were not used to disqualify applicants but were reviewed in the screening process.
- 150 of the applicants assessed were hired and tracked.

# Conclusions (3)

- Work Keys as retention tool
- Work Keys / Key Trains for training selection