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JOB TRAINING SUGGESTIONS for women and girls

WOMEN'S BUREAU
WAGE AND LABOR STANDARDS ADMINISTRATION
U.S. DEPARTMENT OF LABOR

LEAFLET 40 rev.

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WOMANPOWER-
A NATIONAL RESOURCE

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JOB TRAINING SUGGESTIONS for women and girls

WOMEN'S BUREAU
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TRAINING FOR FUTURE EMPLOYMENT

WHY JOB TRAINING?

Women and girls seeking employment in the future will find the largest number of job openings in fields requiring appropriate education and training. The need for highly skilled and trained workers is increasing because scientific and technological improvements are changing the methods of business operations and the types of equipment used in offices, laboratories, and factories.

Large numbers of young people with high school diplomas, college degrees, or specialized training will be entering the labor force each year. Those with the best training and education will be in a position to get the best jobs.

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WHAT KINDS OF TRAINING?

Formal job preparation may be obtained in a variety of ways. The principal means of acquiring organized and planned training for employment in occupations *not requiring a college degree* are:

- **School courses**
- **Formal on-the-job training programs**
- **Other in-plant (vestibule) training**
- **Preemployment training by employers**
- **Federally aided manpower programs**
- **Apprenticeship system**
- **Home study courses**

Many other types of training are available, but the programs and courses listed here are those which provide women and girls with the work skills and knowledge needed to *enter* a specific occupational field.

WHERE CAN TRAINING BE OBTAINED?

Public trade and high schools

Vocational courses are offered by more than 17,000 public secondary schools in the country. At most public vocational and adult education schools, classes are held in both the daytime and evening. Under the cooperative program offered by many schools, students may spend half time in school and half time at work receiving school credits for on-the-job training and related instruction.

Public vocational courses prepare women and girls for such occupations as:

Beauty operator
Commercial artist
Dental technician
Electronics technician
Food trades worker
Hospital aide
Household worker
Mechanic, repairman
Medical technician
Needle trades worker
Practical nurse
Real estate agent
Saleswoman
Secretary

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Training for beauty operator, needle trades worker, practical nurse, saleswoman, and secretary is offered by public schools in almost every large community. A few samples of other courses which may be found in some areas follow:

- **Three-year courses in *quantity food preparation and service*, *commercial art*, and *drafting* are scheduled at the Central Dauphin High School in Harrisburg, Pa.**

- **Courses in *keypunching*, *data processing*, and *computer programing* are offered by the Adult Education Program of the Bloomington-Normal, Ill., public school system.**

- **A course in *electronic assembly* is given at the Emily Griffith Opportunity School in Denver, Colo., when there is demand for the workers.**

- **Hotel training provided by the Lindsey Hopkins Education Center in Miami, Fla., prepares students for such jobs as *front-office clerk*, *hotel maid*, *linen room attendant*, *office machine operator*, *switchboard operator*, *waitress*, and *hostess*.**

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Junior and community colleges

Most junior colleges and nearly all public "community colleges" offer vocational courses as well as academic subjects. Both day and evening classes are usually scheduled, and students may enroll on a part-time basis. Even a short list of vocational courses indicates the variety of the curriculum.

Accounting
Dental hygiene
Fashion design
Food-service administration
Nursing
Scientific technology
Secretarial specialties—legal, medical, technical

The following are illustrative of vocational courses available in 2-year colleges:

- **Health service courses are offered at the Springfield (Mass.) Technical Community College for *dental assistants, medical assistants, medical laboratory assistants, physical therapy assistants, operating room technicians,* and *inhalation therapy technicians.***
- **A 2-year program leading to a *professional nurse* license is offered by the Henry Ford Community College, Dearborn, Mich.**
- **Courses in *dental assisting, electronic data processing, engineering aide work, insurance, mental health technician work, real estate,* and *salesmanship* are available at Montgomery College, Takoma Park and Rockville, Md.**

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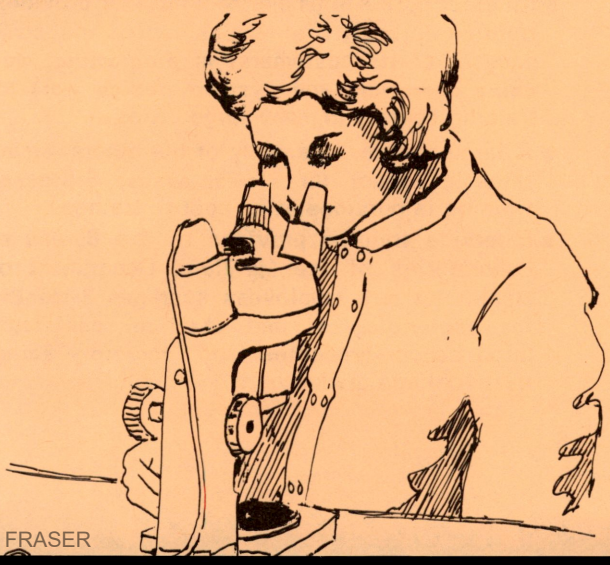
Private business, trade, and technical schools

Most private schools which specialize in training for employment offer some short-term, intensive courses both day and evening. Tuition fees, which vary by type and length of course, usually include assistance in finding a job. Since private training schools are regulated only in some States, prospective students are advised to check with local personnel offices to learn whether certain courses will qualify graduates for employment. Some of the fields in which private schools offer training are:

Beauty culture
Bookkeeping
Drafting
Medical laboratory work
Nursing
Office machine work
Photography
Salesmanship
Secretarial skills
Technical skills

Inservice training programs

Many companies conduct a variety of employee training programs, including orientation, instruction in additional skills for job advancement or job transfer, supervisory training, and management development. Some of these companies also have training programs for new employees (initial training) or potential employees (preemployment training) when workers are needed for specific occupations. As job needs are satisfied, these training programs are frequently discontinued.



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On initial training programs, which may be given by government agencies as well as private companies, employees are paid either a trainee rate or the hiring rate for their job. For preemployment courses operated by private employers, there is seldom any charge or any pay.

Information about employer training programs usually is available from the public employment office in the community.

Here are a few samples of formal training programs established by employers to provide the skills and knowledge needed for specific occupations:

- An 80-hour course plus 10 weeks of on-the-job training is offered *electronic assemblers* by an aircraft manufacturer in California.
- An electronic equipment manufacturer provides training (primarily to employees of the company or of its customers) in *programing, machine operation,* and *systems design work* at training centers in many large cities.
- A large airline, like many of the others, maintains a school for *stewardesses;* 6 weeks' training is provided at no cost to trainees.
- Inservice training provided by the Bureau of Laboratories of the Maryland Department of Health for new employees averages 3 months for *bacteriological* and *chemical assistants* (high school graduates) and *laboratory scientists* (college graduates).

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Federally aided manpower programs

Numerous training programs financed largely by the Federal Government provide training opportunities for women and girls who find it especially difficult to obtain employment. Supportive services usually available to trainees include remedial education, testing, personal and vocational counseling, medical services, transportation assistance, and other related services.

Much of the skill training is financed under the Manpower Development and Training Act (MDTA). The program is designed primarily for unemployed and underemployed persons without the job skills, basic education, or "employability" qualifications needed in today's work force.

Training allowances are paid to those who satisfy certain requirements. On-the-job trainees receive wages from their employers.

Information about the types of skills taught in federally aided training programs can be obtained from the local office of your State employment service. In many areas, multioccupation projects and skill centers are being developed so that trainees can obtain needed courses and supportive services at one location.

The major training programs financed largely with Federal funds are:

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The *MDTA programs,* which cover a variety of skills through training and upgrading courses and remedial education. These may be conducted in regular school classrooms or on the job.

The *Neighborhood Youth Corps (NYC),* which provides work experience training to disadvantaged youth to enable them to stay in school or to return to school if they have dropped out. In addition, persons who are permanently out of school can gain work experience in essential public service jobs and also private industry.

The *Work Incentive Program (WIN),* which provides training opportunities and special work projects to persons 16 years of age and older, in families receiving Aid to Families with Dependent Children (AFDC).

The *Public Service Careers Program (PSC),* which provides on-the-job training in public service agencies for disadvantaged persons who are unemployed or who need further training to upgrade their skill and earning levels. This includes the *New Careers program,* which offers training leading to career-ladder positions with public and private nonprofit agencies in public service fields such as health, education, welfare, neighborhood development, and public safety.

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Operation Mainstream, which provides meaningful work experience and job preparation for those unable to obtain a job because of age or other reasons and unable to qualify for other training programs.

Job Opportunities in the Business Sector (JOBS), which is an on-the-job training program in private industry for hardcore unemployed workers.

The *Job Corps,* which provides job training as well as education programs, work experience, and supportive services to deprived youth aged 16 through 21. The skill training can prepare girls for jobs in numerous fields such as business, health, recreation, nutrition, home care, child care, retailing, and personal services. Some of the girls live away from home at women's centers but others are day students.

The *Concentrated Employment Program,* which provides enrollees a sequence of services and training tailored to their needs. It prepares disadvantaged persons in selected inner city and rural poverty areas for employment in a variety of entry jobs.

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Apprenticeship system

Through apprenticeship programs, workers may learn a recognized skilled trade by means of a formal procedure combining at least 2 years of work experience with 144 hours per year of related classroom instruction. The apprenticeship office in each State or the local office of your State employment service can supply detailed information on available training programs.

Women are or have been apprentice trainees in more than 60 of the 350 apprenticeable occupations in this country. Most of the women are trained in cosmetology, bookbinding, cooking, or printing. Significant numbers also learn to be computer repairmen, dental technicians, draftsmen, electronic technicians, engravers, machinists, optical laboratory technicians, upholsterers, and watchmakers.

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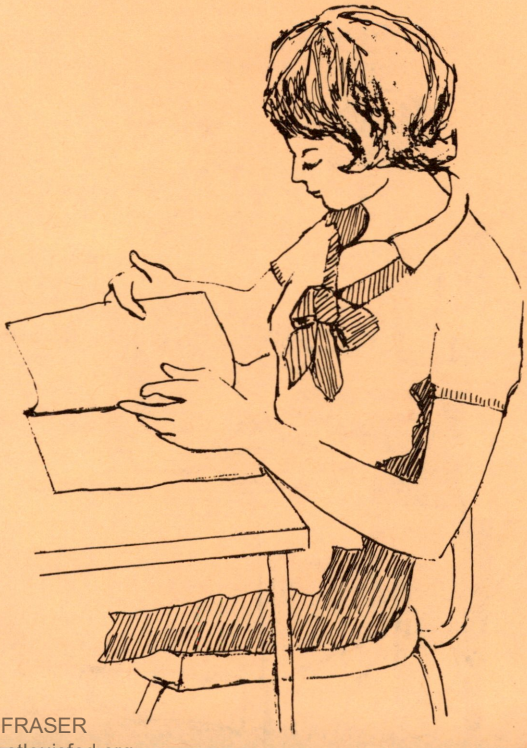
Home study courses

Home study courses provide another method of learning a vocational skill. These courses are particularly useful to persons living in small towns and rural areas and to women who must stay at home with small children. They can be very helpful because they offer opportunities to learn skills not taught locally. In addition, students may exercise initiative in the learning process and progress at their own rate of speed.

Those hoping to qualify for a particular type of job by completing a home study course are advised to check with local employers concerning the merits of the course they are considering.

Correspondence courses with vocational content cover such fields as:

Accounting
Bookkeeping
Clothes designing
Drafting
Hotel training
Photography
Real estate
Shorthand
Tailoring
Typing



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Miscellaneous

Upon occasion—usually in response to a continuing shortage of trained workers—local unions or industry associations have established formal training programs. Some of these are independent programs and others are conducted in cooperation with other community groups, such as the public school, the public employment service, and private employers. Examples of these courses follow:

- **In Philadelphia, courses for *sewing-machine operators* lasting from 4 to 6 weeks are conducted during the school year under the joint sponsorship of the local needle trades unions, employer associations, the public school system, and the public employment service.**

- **The Massachusetts Restaurant Association sponsors *waitress training programs* in Boston, Springfield, and Marlboro, as well as *apprenticeship programs for cooks* in seven locations in the State.**

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How To

PLAN . . . EXPLORE . . . TRAIN

To learn what training to take—

Consult specialists in guidance and counseling work. They are usually employed by the public employment service, the public school system, trade unions, or guidance and counseling services.

To learn about training courses in your community—

Inquire at the following:

- **Public schools**
- **Public employment service**
- **Private business, trade, and technical schools**
- **Employer or trade associations**
- **Trade unions**
- **Service organizations**
- **Public and private welfare groups**

INVEST IN YOUR FUTURE

Education and training may well be the key to your future. For individuals seeking paid employment, good occupational preparation can lead to jobs which allow satisfactory use of personal talents and interests. For the Nation, an adequate supply of trained workers is essential to economic development to achieve a fuller and richer life for all.

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RELATED PUBLICATIONS OF THE WOMEN'S BUREAU

Jobfinding Techniques for Mature Women. Pamphlet 11. 1970. 30 cents.

1969 Handbook on Women Workers. Bull. 294. 1969. $1.50.

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an Apprentice? Leaflet 52. 1970. In press.

a Personnel Specialist? Leaflet 48. 1968. 10 cents.

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Continuing Education Programs and Services for Women. Pamphlet 10. 1968. 40 cents.

Automation and Women Workers. February 1970.

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