

# UNDERSTANDING THE WORKPLACE

# The Ever-changing Workplace and Workforce of the 21<sup>st</sup> Century

Spending 20 plus years with one employer may be 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 30% 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 21<sup>st</sup> century, 44% of all jobs will include information management.

From BusinessDictionary.com -

Information management - “Application of management techniques to collect information, communicate it within and outside the organization, and process it to enable managers to make quicker and better decisions.”

Read more: <http://www.businessdictionary.com/definition/information-management.html>

# 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; a specific position in which a person is employed.
  - For example – a pharmacy technician at CVS, a Math teacher at Mingus High School, a police officer in Tempe.
- **Occupation** – group of similar jobs found in various organizations, a category of jobs that have similar characteristics.
  - For example – a pharmacy technician, a teacher, a police officer.
- **Career** – All the jobs and occupations a person has had during his or her lifetime.
  - For example – circuit engineer, system engineer, technical leader, group leader, general manager

# Introduction to Economics

- It's all about Economics . . .
  - How people produce, distribute, and use goods and services
- How the Economy Works
  - Producers/Consumers
  - Supply/Demand
    - **Supply:** The total amount of a good or service available for purchase; A change in the price of the product will cause a change in quantity supplied.
    - **Demand:** The willingness and ability of the people within a market area to purchase particular amounts of goods or services at a variety of alternative prices during a specified time period.
    - **The Law of Supply and Demand:** The price of an item will go down if the supply increases or if the demand for the item decreases. The price of an item will go up if the supply decreases or if the demand for the item increases. In general, the price of an item is usually pushed toward the level at which the quantity supplied will equal the quantity demanded.
  - Profits
  - 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 new businesses and job opportunities
- Some jobs become obsolete
- Provides improved tools and processes for doing work (efficiency)
- Examples: robots, computers, autonomous driving vehicles.

# Technological Innovations in Career Clusters

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

# Be Your Own Boss! Entrepreneur

- **Advantages**

- Satisfaction of creating my own job
- Able to follow my own interests; Variety, because no day is predictable
- Feeling of control over my schedule and working conditions
- Opportunity to be creative and test my ideas
- Flexible work hours • No dress code

- **Disadvantages**

- Potential for financial loss if business doesn't succeed
- Isolation if work alone; loss of a workplace structure
- Constant pressure to keep sales up and work coming in
- The need to do paperwork and record keeping
- No benefits such as health, dental, and disability
- Long hours • Unpredictable income • Hiring competent employees

# Examples of Entrepreneurs

Accountant	Information Researcher
Auctioneer	Internal Trainer
Bricklayer	Machine Shop Operator
Business Plan Writer	Mail Order Entrepreneur
Car Buying Agent	Medical Illustrator
Carpenter	Personal Fitness Trainer
Carpet Cleaner	Personal Improvement Coach
Children's Party Planner	Personal Shopper
Computer Consultant	Recycling Consultant
Computer Game Designer	Rock Climbing Gym Owner
Computer Tutor	Security Engineer
Day Care Provider	Specialty Optical Equipment Manufacturer
Day Spa Operator	Sports Scout
Desktop Publisher	Taxidermist
Disc Jockey	Tax Preparer
Greeting Card Writer	Travel Writer
Landscaper	Vending Machine Operator
Home Inspector	Web Designer

# 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)

# Digital Literacy

*Be Careful with your digital footprints*

- Potential employers will likely to review the following social media forums for contacts and activities in the hiring process
  - Facebook
  - Twitter
  - LinkedIn
  - Youtube
  - Blogs
  - Etc.
- Harvard pulls admission offers after explicit Facebook posts

<https://www.usnews.com/news/national-news/articles/2017-06-05/harvard-pulls-student-admission-offers-after-explicit-facebook-posts>

# TOMORROW'S

WORKERS WILL NEED MORE  
EDUCATION AND SKILL TO WORK!