

Work Sample Development Workshop Objectives and Agenda

The overall purpose of the workshop is to teach participants how to develop work samples as part of a comprehensive vocational evaluation system.

Upon completing the workshop, participants will be able to:

- Describe work samples and how they fit into a comprehensive work sample system
- Identify when it is appropriate to use a work sample
- Identify the steps of developing a work sample, including procedures for norming work samples
- Develop a work sample, using a manual that outlines the steps involved

15 November 2004

- 9:00 Opening
Someone from government
Someone from ILO (Debra or Jittima)
- 9:15 Introductions and expectations
(Using puzzles)---Jittama?
- 9: 40 Workshop Introduction---Debra
Objectives and agenda
- 10:00 Basics of Vocational Assessment---Debra
- 10:45 Break
- 11:00 What is a work sample and how do you develop one?---Courtney
- 12:30 Lunch
- 1:30 Task 1: Constructing the Work Sample ---Courtney
- 3:15 Break
- 3:30 Task 2: Introduction to Developing the Manual (Lecture) ---Courtney
- 4:45 Summary---Debra
- 5:00 Closure

16 November 2004

- 9:00 Summary from previous day---Participant
Comments---Debra
- 9:15 Task 2: Developing the Manual: Activity 1---Filling in sections 1,2,3
- 10:00 Task 2: Delivering the Manual: Activity 2---Sample Administration to
colleagues
- 10:45 Break
- 11:00 Task 2: Identifying errors and writing section 4
- 12:00 Lunch
- 1:00 Task 2: Completing the manual
- 2:00 Task 3: Introduction to norming and reliability
- 3:00 Break
- 3:15 Activity: Administering the revised work sample

- 4:00 Homework
- 4:45 Summary and closing

29 November 2004

- 9:00 Opening
 - Someone from government
 - Someone from ILO (Debra or Jittima)
- 9:15 Expectations and agenda
- 9:30 Group Presentations (based on four groups---one from each center and all others)
- 10:30 Break
- 12:00 Lunch

- 1:00 Introduction to the afternoon
- 1:15 Readminister work sample
- 2:00 Norming: Percentile Rank---Lecture and Activity
- 2:45 Break
- 3:00 Reliability---Lecture and Activity
- 4:15 Complete sections of manual
- 4:45 Summary and closing

30 November 2004---Meeting

- 9:00 Introductions and Purpose
- 9:15 Present information on the Pilot Assessment Project---Debra and Courtney
- 10:15 Discussion
- 10:45 Break
- 11:00 Action Planning---Debra
- 12:30 Finish

15 – 16 November 2004

- I. Introduction
- II. Presentation on Work Samples and Work Sample Development
 - A. Power point presentation
- III. Administration of the Makeup Artist Work Sample
 - A. two volunteers—one as “client,” one as “consumer”
 - B. administer work sample
 - C. attendees will observe the administration of the work sample and score the performance of the “client”
- IV. Presentation of **Spotlighting Vocational Potential**
 - A. Introduce the manual
 - B. How to use the manual
 - C. Discuss each section of the format in detail, using the Makeup Artist Work Sample as an example, as well as others
- V. Job Task Analysis Activity—to be determined...
- VI. Development of a Work Sample Utilizing Previous Job Task Analysis
- VII. Assign Homework—Develop a Work Sample in groups
 - A. assign groups
 - B. their work samples will be presented and administered at the follow up meeting
 - C. remind them that they are responsible for bringing all materials to the follow-up meeting

29 November 2004

- I. Introduction
- II. Group Presentations of Work Samples through administration
- III. Discussion of Norming and Norming Procedures
 - A. Populations and sample populations
 - B. Normal curve
 - C. Percentile Rank
 - D. Makeup Artist Work Sample as an example
 - E. Norm the attendees’ performance of the previous Job Task Analysis
- IV. Norming Activity involving workshop attendees
- V. Reliability and Developmental Data
 - A. Discuss Reliability and Developmental Data
 - B. Discuss procedures using Makeup Artist Work Sample
 - C. Run reliability on attendees performance of the previous Job Task Analysis

30 November 2004

- I. Introduction
- II. Present information on the Pilot Assessment Project
- III. Present various recommendations
- IV. Group discussion on presentation
- V. Develop Action Plan