



# SHRM-LI WORKFORCE READINESS PROGRAM

Preparing today's students for Long Island's future work force

## VHR – VIRTUAL HUMAN RESOURCES ASSISTANT: High School Level Readiness Program

The VHR program brought 2 prestigious SHRM Pinnacle Awards to Long Island in 2015. One award was for Innovation and the other was for advancing the HR Profession.

SHRM-LI's Workforce Readiness Committee created a Virtual Internship that introduces high school students to Human Resource careers while building Workforce Readiness and 21<sup>st</sup> Century workplace skills. The program focuses on students, teachers and SHRM-LI member volunteers collaborating to complete 10 instructional tasks during 3 High School class sessions. The final project is to create a marketing brochure for Human Resource careers.

Once the student completes the internship, they receive a certificate which allows them to put this experience on their resume. Since the inception of this program we have introduced over 750 students in 8 Long Island High Schools to the Human Resource profession.

### **Inside Look:**

**Welcome to *TechnoBeats International***, an international distributor of DJ equipment such as keyboards, lights, speakers, sound boards for high-end entertainment. The company was founded in 1999 by Marvin White and Angela Gates. *TechnoBeats International* in Melville is the corporate site for all sales, marketing, and event planning.

Your training as a Human Resources Assistant will include the following:

#### **1<sup>st</sup> Session: Human Resources Career Pathways: Knowledge and Skills**

- Welcome to ***TechnoBeats, International***
- What is Human Resources and what are the tasks of an HR Assistant?
- How does Human Resources fit into a company?
- Job titles and career paths
- Education and skills needed for career growth

#### **2<sup>nd</sup> Session: Communication Skills: Verbal and Written**

- Basic tasks of a HR Assistant
- Greeting visitors/applicants
- Communications
- Test run of online job application

#### **3<sup>rd</sup> Session: Critical Thinking and Problem Solving**

- Acceptable Job interview questions
- Research Long Island corporate career pages
- Resume and cover letter review

(Learn more: <https://sites.google.com/site/shrmvhr/home>)

**SHRM-LI Co-Chairs of the Workforce Readiness Committee:**

Jamie Davis, *Alliance Building Services* and Susan Gubing,  
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## Tomorrow's Competent Professional

<http://tinyurl.com/shrmlitcp>

### Employment Law Office Simulation

Scala, Harvey, Roberts & Meyers of Long Island\*

Welcome to the employment law offices of Scala, Harvey, Roberts & Meyers. \* We are employment law attorneys who provide the following services for our corporate clients:

- Labor Relations
- Compensation
- Workers Compensation
- Training and Career Development
- Human Resources Consulting
- Discrimination and Harassment
- Employee Health and Wellness
- Recruiting and Onboarding
- International Employment Law
- Policies Procedures and Handbooks
- Diversity and Inclusion
- Social Responsibility



As an intern you will assist our legal consultants with several training classes. We will need you to:

- Conduct research
- Be ready to discuss real life examples
- Prepare documents for training classes.



#### COMPETENCIES:

1. Business Acumen
2. Communications
3. Consultation
4. Critical Evaluation
5. Ethical Practice
6. Global and Cultural Effectiveness
7. Leadership & Navigation Training
8. Relationship Management
9. Your Resume

\*Scala, Harvey, Roberts & Meyers of Long Island is a fictitious company created for this educational simulation.