



EMPLOYMENT & TRAINING

BASIC ELEMENTS

- FUNDING SOURCES
- TARGET POPULATION
- ESTABLISHED PROCEDURES
- LEADERSHIP
- WELL TRAINED PROFESSIONAL STAFF
- COMMUNICATION AMONG STAFF
- WEB OF CONTACTS
- GOALS
- DOCUMENTATION
- KNOWLEDGE OF BARRIERS
- KNOWLEDGE OF RESOURCES



FUNDING SOURCES

- STATE & FEDERAL PROGRAMS

GRANT WRITING IS AN ESSENTIAL PART OF RECEIVING FUNDS FOR EMPLOYMENT AND TRAINING PROGRAMS

- RFP list
- Team Meetings
- Submit proposal to correct funding source



POPULATION WE WORK WITH

- WHAT POPULATION DO WE WORK WITH
 - LACK OF EDUCATION
 - COURT INVOLVEMENT
 - LOW INCOME
 - LOW SKILLS
 - SINGLE PARENTS
 - NON-CUSTODIAL
 - DISLOCATED WORKERS
 - ETC



ESTABLISH PROCEDURES

- PROVEN PROCEDURES
- NOT WRITTEN IN STONE
- FLEXIBLE YET RELIABLE
- EVERYONE ON THE SAME PAGE
- WORKABLE



LEADERSHIP

PROGRAM
STAFF

TEAM WORK
MOTIVATOR
GOAL SETTER
TROUBLE SHOOTER
DECISION MAKER

REPORT
RECORD
DELEGATE
EVALUATE
INFORM

SET EXPECTATIONS
SET GOALS
COMMUNICATE
PULL TOGETHER
TRAIN

CASE PROCESS

- MARKET THE PROGRAM – GET THE WORD OUT
- INTERVIEW
- INTAKE
- DEVELOP A SERVICE STRATEGY
- ASSESSMENTS
- FAFSA FORMS
- TRAINING (PRE EMPLOYMENT TRAINING, MONEY SMART, RESUME WRITING, INTERVIEW SKILLS)
- OCCUPATIONAL SKILLS TRAINING – VOCATIONAL SCHOOLS
- COLLEGES
- FIND RESOURCES TO ASSIST
- JOB DEVELOPMENT
- CASE MANAGEMENT
- TRACK SERVICES
- REQUEST SUPPORTIVE SERVICES
- TRANSPORT
- CONTACT
- MENTOR AND COUNCIL



EMPLOYER INCENTIVES

- OJT's
- INTERNSHIPS
- JOB SHADOWING
- JOB COACHING
- MONITORING
- TRAINED WORKFORCE
- WOTC
- FEDERAL BONDING PROGRAM

JOB DEVELOPMENT

- DEVELOP CONTACTS WITH LOCAL EMPLOYERS
- GIVE PRESENTATIONS ABOUT BENEFITS OF HIRING OUR PARTICIPANTS
- SET UP CONTRACTS WITH THOSE WHO ARE INTERESTED
- SCREENING
- INTRODUCE PARTICIPANTS TO EMPLOYER
- OVERSEE PARTICIPANTS PREPARING FOR AN INTERVIEW
- OVERSEE PARTICIPANTS IF OR WHEN HIRED
- MONITOR PARTICIPANT

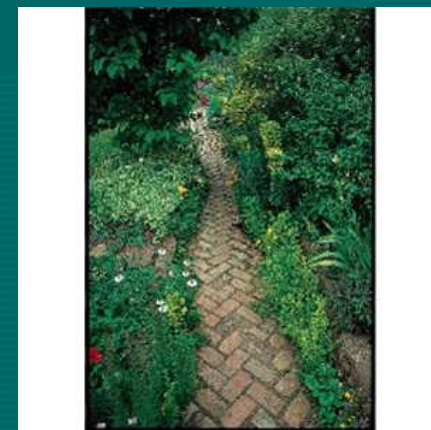
WORK READINESS TRAINING

- WHAT DO PARTICIPANTS NEED TO KNOW ABOUT FINDING A JOB?
 1. HOW TO LOOK FOR A JOB ADS
 2. NETWORKING FOR JOBS
 3. USING LOCAL ONE STOP SERVICES
 4. APPLICATIONS
 5. RESUME WRITING
 6. INTERVIEW SKILLS
 7. DRESSING FOR SUCCESS
 8. THANK YOU LETTERS



KEEPING A JOB

- WORK ETHICS
- LISTENING SKILLS
- ATTITUDE
- PUNCTUALITY AND ATTENDANCE
- HIDDEN RULES
- SAFETY



TRAINING IS THE PATH TO SUCCESS

FOLLOW UP

- AFTER PARTICIPANTS GET A JOB WE DON'T JUST GO AWAY.
- CERTIFICATE OF EMPLOYMENT
- 90 DAY CERTIFICATE OF EMPLOYMENT
- PHONE CALLS
- MONITORING JOB PERFORMANCE.

NUMBERS

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- TO CONTINUE RECEIVING FUNDING FOR PROGRAMS WE MUST:

- PROVE SUCCESS AND PROGRESS

- MONITORED BY FUNDING SOURCES

- CONTINUOUS CHANGE

- ENTER ALL INFORMATION INTO MANY DIFFERENT DATA BASE SYSTEMS.

BARRIERS TO OVERCOME:

- BUDGETARY ISSUES
- TIME LIMITATIONS
- PLANT CLOSINGS
- RURAL COMMUNITY – TRANSPORTATION
- TIGHT RESTRICTIONS
- NUMBERS

EMPLOYMENT AND TRAINING

All our dreams can come true, if we have the courage to pursue them.
Walt Disney

THANK YOU FOR YOUR TIME AND ATTENTION.

CONTACT INFORMATION

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