

Original: Mod.: X Date: 6/27/16 **Employment Transitions Activities for Adults and Dislocated Workers continues in PY 16. Effective July 1, 2016.**

Since January 2011 *Employment Transitions* activities have been funded under a line-item reimbursement contract; therefore, you do not write vouchers for *Employment Transitions* activities.

Any *Employment Transitions* activity may be taken independently of the other *Employment Transitions* activities, i.e. participants may attend a workshop or receive job placement assistance whether or not they have first attended the 5-day *Employment Transitions course*.

Your participants must be associated in IWDS with the 2014-202 Provider Code. Use 23 *Short Term Prevocational Skills Training* when you record activity in IWDS.



## RECRUITMENT AND REFERRAL FORM

### WIOA Individual Career Services

**Provider:** Rock Valley College Continuing Professional Education

**Course:** *EMPLOYMENT TRANSITIONS ACTIVITIES:*

- 5-Day Employment Transitions course
- Job Search Related Workshops and Roundtables
- Individual Job Search Assistance

<b>Program Provider:</b> Rock Valley College (Continuing Professional Education)	<b>Telephone:</b> 815-921-3909 <b>Fax:</b> 815-921-3919
<b>Address:</b> 3301 North Mulford Road Rockford, IL 61114	<b>Contact Person:</b> Karyn Abraham, 815-921-3909 <a href="mailto:K.Abraham@rockvalleycollege.edu">K.Abraham@rockvalleycollege.edu</a>
<b>Training Site Address:</b> <b>The Workforce Connection</b> <b>303 North Main Street</b> <b>Rockford, IL 61101</b>	<b>FEIN:</b> 36-2557781
<b>Activity Name:</b> Intensive Services	
<b>Provider Code:</b> <b>2014-202</b>	
<b>CIP Code:</b>	<b>OES:</b> Varies. Look up appropriate code.

**Session Dates or Open Entry-Open Exit:** Schedule will vary. Schedule will be on table by DW mailboxes.

**Average Time to Complete Course:** Course: 20 hours (1 week); Workshops and Individual Job Search Assistance are ongoing.

**Description of Activities:** See pages 3-6.

**Note:** Job placement activities will be coordinated with the Program's (DW or Adult) Business Services Rep.

<p><b>Program Schedule:</b> -</p> <p>Employment Transitions Course classes will all be held in Room 101, The Workforce Connection. Classes will be scheduled when needed.</p> <p>When scheduled, each course class is 20 hours/week: 4 hours each day, Monday-Friday: 9:00 a.m. – 1:00 p.m. (If an afternoon class is held, it will meet from 1:00-5:00 p.m.)</p> <p>The times and locations of workshops and roundtables will be announced.</p> <p>Individual job search assistance is by appointment.</p>	<p><b>No. of Participants Per Class:</b></p> <p>Course content, workshops, and job placement assistance are geared to both Adults and Dislocated Workers. Instruction is adjusted to the needs of the individuals in each activity.</p>
---	---

**Registration Procedures.**

**The course class sign-up sheet is in a white notebook labeled *Employment Transitions* on the table by DW mailboxes.**

**Write the participant's name and your name in the appropriate columns on the appropriate sign-up sheet.**

Authorization: Northern Illinois Workforce Alliance

R&R prepared by Val Johnson, NIWA Planning & Quality Assurance Manager.

Rock River Training Corporation (RRTC) is the fiscal agent for NIWA programming approved by the NIWA.

**WIOA INDIVIDUAL CAREER SERVICES**

Provider: Rock Valley College Continuing Professional Education:

**Employment Transitions Activities are approved until June 30, 2017:**

**Activity and Activity Code/Description: (Be sure to associate these activities with Provider Code 2014-202.)**

- 5-day Employment Transitions course: Intensive Service Activity—23 Short Term Prevocational Skills Training
- Job-Search Related Workshops (including Career Support Roundtables): —23 Short Term Prevocational Skills Training
- Individual Job-Search Assistance (coaching, resume development, etc. in coordination with Business Services Coordinator for DW or Adult I B): —23 Short Term Prevocational Skills Training

**Case managers are responsible for referring participants to *Employment Transitions* activities.**

**A Description of *Employment Transitions* Activities Provided follows on pages 3-6.**

## **DESCRIPTION OF EMPLOYMENT TRANSITIONS ACTIVITIES PROVIDED**

In PY 2016 Rock Valley College Continuing Education *Employment Transition* staff will continue to provide: 1) an *Employment Transitions* course, 2) job-search related workshops, and 3) resume writing and individualized job search coaching. These services will be provided by one full-time *Career Management Specialist*. As needed, the Career Management Specialist may assist the Dislocated Worker or Adult Program Business Services Coordinator write On-the-Job Training Agreement training plans for individual participants.

### **A. EMPLOYMENT TRANSITIONS COURSE** (20 hours during one week; course will be conducted as needed)

The *Employment Transitions* course will provide participants with the soft skills and resources necessary to secure full time employment. The course will allow participants time to address their feelings regarding their job loss (and/or their lack of a job) and their concerns over their immediate financial needs. Information covered during the course includes labor market information, job search techniques, skills and abilities identification, realistic training options determination, resume preparation, job applications completion, interviewing techniques, and hands-on basic computer instruction needed to prepare a resume, and use of the Internet as a resource during job search and career exploration.

#### **Topics Covered in *Employment Transitions* Course**

- Dealing with dislocation, emotional impact, stress indicators (The needs of WIOA *Adults* will also be addressed if there are *Adults* in the class.)
- Identifying interests and skills of the worker (self-assessment of adaptive, transferrable and job-specific skills)
- Handling finances after job loss-getting finances in order (financial impact of dislocation)
- The importance of basic reading, writing, math and computer skills
- Basic computer literacy-hands-on instruction for searching the Internet (LMI, training options, job search- [www.illinoisworknet.com](http://www.illinoisworknet.com), [www.onetonline.org](http://www.onetonline.org), etc.) and preparing resume documents
- Potential, realistic, training options—discussion on what types of training/education is available in the community (and through WIOA) and how to find information on these options
- Using [www.illinoisworknet.com](http://www.illinoisworknet.com) and other websites to assist Job Search (hands-on experience)
- Information regarding basic education needed to enter various training programs (GED, HS diploma)
- What other options for employment are available without further training?
- Identifying needs of employers, generating job leads, establishing focus
- Effective job search methods—hands-on experience using internet, networking
- Resume preparation, job applications (on-line included)
- Survival while searching for a job—appearance, attitude, work ethics
- Interviewing skills and techniques (in-class practice)
- Accepting a new job—and keeping the job
- Links to free online training resources that teach students to navigate the internet (for participants with little or no previous computer experience).

Participants who complete *Employment Transitions* will be scheduled for WorkKeys National Career Readiness Certification testing.

#### **Expected Outcomes of Course**

- Participants will be better able to prepare a basic resume.
- Participants will have more tools to help them decide whether or not they want to explore training options (basic educational skills upgrading/HSE/GED preparation, pre-vocational skills-related *Intensive Services* courses, and/or ITA occupational training) with their WIOA counselors.
- Participants will have the skills necessary to undertake an effective job search.

### **Description of the Course Instructional Methods**

Course will be presented through a combination of hands-on activities, lecture and PowerPoint presentations, large and small group discussions, one-on-one interaction between instructor and participant, and interaction among participants.

### **B. JOB SEARCH ASSISTANCE**

Program participants seeking employment may receive on-going assistance from the *Employment Transitions Career Management Specialist*.

- Give individual assistance to participants to help them develop job search strategies.
- Assist the job seekers to identify specific employers to target.
- Enhance the job seekers' resumes and help them create a cover letter.
- Practice interview skills with the job seekers.
- Provide at least one workshop per month on topics such as resume writing, interviewing skills, communications, networking, and more. The list of potential workshops is on the next page.
- Conduct one or more Career Support Roundtables each month to encourage participants to network and exchange job search information.
- Arrange for employer speakers from companies in Northern Illinois/Southern Wisconsin.
- Have on-going contact with Dislocated Worker and Adult counselors in order to keep counselors informed of the job search status of participants.

*Job Club and List of Potential Job-Search Related Workshops:*

- **Career Support Roundtable (Job Club)**

Roundtables will be held at least once per month. Unemployed participants gather together to help one another find mutual support and encouragement during their job search. By attending Roundtable, participants meet new people who are all connected by a common link: the need to find a new job. The exchange of job leads, personal business cards, resumes, ideas and information that occurs at Roundtable sessions helps stimulate and energize you, not to mention it may even help you overcome mental blocks or stave off depression. Studies have concluded people tend to procrastinate when job searching alone, while group interaction provides incentives and rewards.

- **Workshops** One or more workshops will be offered each month. Potential workshops include:

**Resume Preparation:**

- **Components of a Resume:** A discussion of putting together the "basic components of a resume for someone who has never prepared one
- **The Difference Between Functional & Chronological Resumes:** A session describing how a functional resume differs from a chronological resume with examples provided
- **Focus on Achievements for Your Resume:** A session "focused on discussing achievements to put on a resume; the workshop would help people identify what they've done in past positions.

**Interviewing Skills :**

- **Get Ready, Get Set, Interview:** A discussion of all the tasks and activities to consider related to preparing for an interview
- **Mock Interview Practice:** Interviewing practice in pairs as participants conduct mock interviews and critique one another
- **Prepare for Interview Questions:** An open forum engaging all attendees about appropriate answers to questions
- **Body Language During an Interview:** What to know and help with avoiding making mistakes

- **Illegal Interview Questions:** A discussion of illegal questions sometimes asked on an interview and how to handle them
- **Telling Success Stories on an Interview:** Help attendees to put together the “success stories” from their previous employment to tell during an interview

#### Writing Cover Letters:

- **Cover Letters! They’re Not That Hard to Write:** A discussion of a business letter followed by a presentation of the components of a cover letter, and then attendees write a draft cover letter.

#### Job Fair Preparation: [These workshops would be offered before or near the time of scheduled job fairs.]

- **Preparing for A Job Fair:** A discussion of all things related to fairs: what to do and not do at a job fair; what to do to prepare for a job fair; build confidence in order to meet recruiters

#### References

- **What Are Your References Saying About You?** A discussion of how to select and prepare references for assisting a person in the job search

#### 30-Second Summary:

- **Sell Yourself in 30 Seconds:** What is a 30-second summary and how to put it together so that it becomes the answer to “Why should I hire you?” or “Tell me about yourself.”

#### Branding

- **What is Your Brand?\_** How to determine your brand and then “sell” it when meeting people or when interviewing

#### Thank you notes

- **Why Write a Thank You Note?:** A discussion of the importance of a thank you note, what to say, and whether to handwrite or email; attendees write a short note of thanks

#### Finances

- **“Managing Your Money when You’re Not Working”:** FCM provides literature and helpful hints on how to save money and even make money when unemployed. (Family Credit Management (in Rockford) guest presenter.)

#### Networking

- **The Importance of Networking:** A discussion of the “how’s and why’s of connecting with people you don’t know; attendees get involved and talk to one another about their accomplishments

#### Appearance

- **How You Look Does Matter:** You’re always “on” and why should you care.... A discussion of how people make a first impression and often regret how it impacts their future; what to consider wearing to an interview

#### Workshops Using Computer Skills

- **Cybersafe 101:** Hands on examples and handouts focus on the **how to:** Modify resume content to create a Cyber-SAFE resume; Detect deceptive job ads; Practice basic computer security practices with: firewall, antivirus, anti-spam software; Recognize spoofing, phishing, and misleading web addresses

#### Other possible workshop titles:

- *Manners Matter in the Job Search (& other times, too!)*
- *Why Should I Look for Work When There Are No Jobs?*
- *What is the Hidden Job Market and How Do I Find It?*
- *How to Get Started with a Career Change.*

**C. COMBINED ACTIVITIES AND SERVICES OUTCOMES****The activities and services provided under *Employment Transitions* will:**

- 1) Incorporate frequent review of materials to insure that information is timely and relevant to participants securing full-time employment.
- 2) Provide interactive and participatory training that enhances the success of each job seeker.
- 3) Provide participants with a basic knowledge of resources to help them in their job search or give them training options to aid them in obtaining employment.
- 4) Help participants become familiar with basic computer applications by preparing a basic resume and by searching the Internet for job-related information.
- 5) Break the job search process down into a series of tasks that will lead to employment.
- 6) Develop a plan for employment that is driven by the job seeker.
- 7) Include the job seeker's personal as well as professional support networks in the job search process.