

Original: X Mod.: Date: **9/13/18** **New Relationship # 2018-202. Career Service changed from Short-Term Pre-vocational Skills Training to Job Search Skills Training. Workforce Essential Skills training activities for Adults and Dislocated Workers for PY 18. Effective July 1, 2018.**

Workforce Essential Skills training activities (formerly Employment Transitions) are funded under a line-item reimbursement contract; therefore, you do not write vouchers for *Workforce Essential Skills training* activities.

Any *Workforce Essential Skills* activity may be taken independently of the other *Workforce Essential Skills* activities, i.e. participants may attend a workshop, use the computer skills lab, or receive job search training whether or not they have first attended any of the *Workforce Essential Skills* training modules.

Your participants must be associated in IWDS with the 2018-202 Provider Code. Use Short Term Prevocational Skills Training when you record service in IWDS.



RECRUITMENT AND REFERRAL FORM **WIOA Individual Career Services**

Courses: *WORKFORCE ESSENTIAL SKILLS TRAINING ACTIVITIES:*

- **Workforce Essential Skills Training**
- **Computer Skills Lab/job search training**
- **Employability Skills Training**
- **WorkKeys or other Assessments as needed for employment/career pathway**
- **Job Search Related Workshops**
- **Individual Assistance with Job Search training**

Program Provider: Rock Valley College FEIN: 36-2557781
Business Professional Institute

Main Campus Address: 3301 North Mulford Road
Rockford, IL 61114

BPI Address: 4151 Samuelson Road
Rockford, IL 61109

Telephone: 815-921-2066

Contact Person: Vershon Allen
Telephone: 815-921-3909

Email: vallen@theworkforceconnection.org

Training Site Address: **The Workforce Connection**
303 North Main Street
Rockford, IL 61101

Service Name: *Job Search Skills Training*

Provider Code: **2018-202**

CIP Code: **OES:** Varies. Look up appropriate code.

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

Average Time to Complete a Course: Training modules available each week, Workshops and Individual Job Search training are ongoing.

Description of Activities: See pages 3-7.

Note: Job search activities will be coordinated with the Career Planners and Business Team.

Program Schedule: Workforce Essential Skills and Employability Skills training modules and computer skills lab will all be held in Room 101, The Workforce Connection. Training modules/activities will be scheduled as needed.

When scheduled, training modules are usually 4 hours per day, Monday-Friday: 9:00 a.m. – noon. (If an afternoon training module is held, it will meet from 1:00-5:00 p.m.)

The times and locations of workshops will be announced.

Individual job search training is by appointment.

No. of Participants Per Training Module: Training Module content, workshops, and job search assistance are geared to Adults and Dislocated Workers. Instruction is adjusted to the needs of the individuals in each activity.

Registration Procedures.

The training module sign-up sheet is in a white notebook labeled *Workforce Essential Skills training* on the table by Career Planner mailboxes on 2nd floor.

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

Authorization: The Workforce Connection, Inc. (TWC)

R&R prepared by Valerie Johnson, TWC Planning & Quality Assurance Manager.

The Workforce Connection (TWC) is the fiscal agent for approved WIOA & Trade programming.

WIOA INDIVIDUAL CAREER SERVICES

Provider: Rock Valley College - Business Professional Institute:

Workforce Essential Skills Training Activities are approved until June 30, 2019:

Service Name/Description: (Be sure to associate these services with Provider Code 2018-202.)

- Workforce Essential Skills training modules: Service — Short Term Prevocational Skills Training
- Computer Skills training for Job Search: Service - Short Term Prevocational Skills Training
- Employability Skills training modules: Service - Short Term Prevocational Skills Training
- Job-Search Related Workshops: — Short Term Prevocational Skills Training
- Individual Job-Search Assistance (coaching, resume development, etc. in coordination with Career Planners and Business Services Coordinator for DW or Adult I B): — Short Term Prevocational Skills Training

Career Planners are responsible for referring participants to *Workforce Essential Skills training* activities.

A Description of *Workforce Essential Skills training* Activities follows on pages 3-6.

DESCRIPTION OF WORKFORCE ESSENTIAL SKILLS TRAINING ACTIVITIES PROVIDED

In PY 2018 Rock Valley College BPI Workforce Essential Skills training staff will provide: 1) a *Workforce Essential Skills series of training modules*, 2) Computer Skills assessments/ training for job search/lab, 3) Employability Skills training, 4) job-search related workshops, and 5) resume writing and individualized job search assistance/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.

- **Workforce Essential Skills** is a series of training modules designed to help participants recognize the skills important in today's workforce. Participants are encouraged to discuss their feelings and concerns lack of a job. Financial anxieties are examined and available resources that offer solutions identified. The modules cover the importance of determining a job focus, local labor market information, transferable skills, career assessments, training options, creating resumes, online job applications, networking, and interview preparation. Hands-on computer activities focus on websites that present information about occupations, labor markets, job readiness, and free online computer instruction. Participants are introduced to the importance of improving employability skills required for every part of a successful job search and continued employment in the workplace.
- **Computer Skills training for the Job Search** is an open lab focused on assessing level of computer skills and improving skills required for a successful job search. Participants will complete several computer skill assessments to determine where the gaps are in their skill level. Once that is determined each person will begin independent online training modules to improve their skills. Participants with lower skills level may have to begin with keyboard and mouse tutorials. For the majority of participants who identify as having "intermediate" computer skills, the assessment results will help them recognize any gaps. The participant will be directed to an independent learning plan of online training that will close those gaps. Participants who have advanced computer skills will benefit from choosing from targeting resumes to the particular job, creating cover letters, researching potential employers and establishing an online professional presence. Another plan they might choose is to dedicate that time to online training in order to update skills in Microsoft Office programs.
- **Employability Skills for the Workplace** These training modules employs classroom discussions, video examples, workshop presentations, group activities and individual assignments. Emphasis is on four employability skill categories: **Professionalism:** Employers value employees who carry out their duties in a professional manner. **Communication:** To an employer, good communication skills are essential. These skills are ranked FIRST among a job candidate's "must have" skills and qualities. **Teamwork:** Teamwork is an essential part of workplace success. Employers look for people who know how to work well with others. **Time Management:** Employers want time management skills which foster working efficiently in order to save time and money.
- **Individual Job Search Assistance** for participants as appropriate as part of *Workforce Essential Skills training/activities* or in individual help sessions—coordinated with Career Planners and Business Team.
- **Maintain** on-going contact with The Workforce Connection Career Planners, as appropriate, in order to keep Career Planners informed of the job search status of participants.
- **As requested** by The Workforce Connection program directors, participate in "staffings" or staff meetings when topics related to above enumerated duties are to be discussed.

A. WORKFORCE ESSENTIAL SKILLS MODULE TRAINING - Modules will be conducted as needed)

The *Workforce Essential Skills training modules* will provide participants with resources necessary to secure full time employment. The training modules will allow participants time to address their feelings regarding their lack of a job and their concerns over their immediate financial needs. Information covered during the training modules 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 *Workforce Essential Skills training modules*

- Dealing with emotional impact of current status, stress indicators, barriers to employment
- Identifying interests and skills for employment (self-assessment of adaptive, transferrable and job-specific skills)
- Handling finances—getting finances in order (financial impact of lack of employment)
- The importance of basic reading, writing, math and computer skills
- Basic and Intermediate computer technology skills training – hands-on instruction for the job search – available in small groups or individually through an “open lab”
- Use of www.careerready101.com (including KeyTrain) to assist participants with reading, writing, and math skills required on the job.
- Importance of WorkKeys testing and the National Career Readiness Certificate—NCRC. KeyTrain, Hands-on guide used to help participants prepare for WorkKeys testing upon *Workforce Essential Skills* training completion.
- Effective job search methods—hands-on instruction for searching the Internet to gather Labor Market Information, training options, job search, preparing resumes, networking—using websites such as www.illinoisworknet.com and www.illinoisjoblink.com. available in small groups or individually through an “open lab”
- Potential, realistic training options—discussion of what types of training/education is available in the community (and through WIOA) and how to find information on these options
- Information regarding basic education needed to enter various training programs (HSE/ HS diploma)
- Other options for employment that are available without further training
- Identifying needs of employers, generating job leads, establishing focus
- Resume preparation, job applications (on-line included) also available in small groups or individually through an “open lab”
- Priorities: The Keys to Survival while searching for a job—appearance, attitude, work ethics
- Interviewing skills and techniques (in-class practice) also available in small groups or individually through an “open lab”
- Accepting a new job—and keeping the job
- Free online training resources that reinforce technology skills required to navigate the internet (for participants with little or no previous computer experience) available in small groups or individually through an “open lab”

Participants who complete the *Workforce Essential Skills* training modules will be encouraged, if appropriate, to schedule WorkKeys *National Career Readiness Certificate* (NCRC) testing.

List of potential *Workforce Essentials Skills training module* material:

- Workbook – “Job Hunting”
- WinWay Resume Software
- Career Assessment Software

- Internet free computer skills tutorials
- Websites with free typing and math practice i.e.,
- www.getlearnfree.org www.khanacademy.org
- www.illinoisworknet.com – Optimal Resume
- Youtube videos and TED talks
- PowerPoint presentation
- Current industry information on resumes, follow-up tips and interview preparation

Expected Outcomes of Workforce Essential Skills training related to Job Search:

- Participants will have more tools to better determine if they want to explore training options with their Career Planners. (Basic educational skills upgrading/HSE preparation, pre-vocational skills-related courses, and/or Individual Training Account occupational training).
- Participants will have the skills necessary to undertake an effective job search.

Description of Instructional Methods

Training modules will be presented through a combination of hands-on activities, topic focused talks followed by Q & A, lecture and PowerPoint presentations, large and small group discussions, one-on-one interaction between instructor and participant, and interaction among participants.

B. EMPLOYABILITY SKILLS TRAINING MODULES

Employability Skills training modules use a pre and post assessment, classroom discussion, and simulated team activities. The instructor will provide constructive feedback individually for each participant regarding performance during the training modules/activities. Participants who successfully complete all modules will earn a Certificate of Employability.

Employability Skills training modules includes the following:

- Professionalism
 - Work behaviors
 - Employer/Employee Expectations Meetings
 - Speaking and listening skills
 - Disruptive people
 - Setting goals
 - Interviewing tips
- Communication
 - Communication process
 - Barriers
 - Listening techniques
 - The difficult person
- Teamwork
 - Stages of team growth
 - Team process
 - Team tools
 - Group dynamics
- Time Management
 - Time log
 - Planning
 - Time wasters
 - Visioning
 - Tips
 - Managing stress

Expected Outcomes of *Employability Skills* training modules

- Participants who participate in the *Employability Skills* training modules will be rated using Pre and Post Assessments, in class discussion, and in simulated team projects and co-worker/supervisor feedback activities.
Successful completers will earn a Certificate of Employability
- The Illinois Essential Employability Skills framework and self-assessment which was developed through the Illinois Community College Board will be used as a guide to assist with the Employability Curriculum.

List of potential *Employability Skills* Training materials (hard copy & on-line)

- Hardcopy training material to be provided is consistent with material provided in the past. Online material/modules will be provided as needed determined by needs, costs, and appropriateness.
- Career Ready 101 will be utilized.

Description of *Employability Skills* Training modules instructional methods

The training modules 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. Ideally, training will be available through an open entry/exit option so participants enter training relevant to their needs on a timely basis. Career Ready 101 will be utilized.

C. COMPUTER SKILLS assessments/training and resources for OPEN LAB setting

An Open Lab provides flexibility to accommodate each individual's needs for preparation and/or follow up to training modules, as well as individualized or small group activities to address Computer Technology Skills at the basic or intermediate levels. The Open Lab will be available to WIOA enrolled participants for *Workforce Essential Skills* training activities, proctoring WorkKeys and additional employment assessments.

Computer Technology Skills to be addressed:

- Computer Technology Skills assessments to determine gaps in technology knowledge
- Independent online training modules to improve or update skills
- As needed – keyboard and mouse tutorials to increase computer technology skills
- Intermediate computer skills – independent learning plan of online training to close skill gaps
- Resumes for particular jobs
- GCF Learn Tree
- Career Ready 101

Online training to update skills in Microsoft Office programs

- GCF Learn Tree
- Career Ready 101

D. **Job Search Related Workshops** One or more workshops will be offered each month. Potential workshops may include:

1. Prepare a relevant resume for your area of interest
2. Develop an active cover letter
3. Prepare for various interview formats
4. Tips for attending hiring events
5. Cultivate and obtain references
6. Create an elevator speech
7. The importance of soft skills in interview and on the job
8. Salary expectations
9. Networking
10. Using social and other media

E. **JOB SEARCH ASSISTANCE**

Program participants seeking employment may receive on-going assistance from the *Workforce Essential Skills 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.
- Have on-going contact with Career Planners and Business Team.

F. **COMBINED ACTIVITIES AND SERVICES OUTCOMES**

The activities and services provided under *Workforce Essential Skills training* will:

- Perform a frequent review of materials to ensure that information is timely and relevant to participants securing full-time employment.
- Provide interactive and participatory training that enhances each job seeker's success.
- Furnish 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.
- Help participants become familiar with basic computer applications by preparing a basic resume and by searching the Internet for job-related information.
- Break the job search process down into a series of tasks that will lead to employment.
- Develop a plan for employment that is driven by the job seeker.
- Include the job seeker's personal and professional support networks in the job search process.