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| **WS 18-08** |
| **June 25, 2018** |
| **Training & Development** |
| **Expires: Continuing** |

To: All Contractors

From: Mike Temple

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Subject: Workforce Solutions Job Search Seminars

##### Purpose

Update curriculum and instructions for delivering Workforce Solutions job search seminars. This issuance replaces WS 09-07

##### Background

Workforce Solutions offers customers seminars to help them look for work and go to work. We use a standard curriculum, including the *Workforce Solutions Job Search Seminars*, *When I Grow Up*, and *Beating Long-Term Unemployment*.

In 2008, we started the regional facilitator team to give better and easier access to seminars for customers. The team conducts seminars in the offices and in the community; career office staff conduct seminars in the offices, and Employer Service staff use the seminar curricula for outplacement and other events.

The curriculum is available to all contractors, and facilitators are available to conduct these seminars at any contractor’s sites.

##### What Has Changed

We updated the *Workforce Solutions Job Search Seminars* to modernize the content, simplify delivery, and allow more flexibility in sequencing.

The interactive lessons focus on core deliverables that create greater access to consistent and reliable career preparation information so our customers can find a job, keep a job, or get a better job.

* The regional team facilitators deliver the core and extended curriculum in the community, at Workforce Solutions events, and in our offices.
* Career office facilitators schedule and deliver the *Core Curriculum* in the offices on a regular basis, with the *Extended Curriculum* included if there is time.
* Employer Service facilitators deliver the *Core Curriculum*, with the *Extended Curriculum* included if there is time, for outplacement or other events.

Materials

Seminar materials include, as appropriate:

* An instructor’s lesson plan guide
* Approved PowerPoint slides
* Copies of the participant workbooks (available through the online storefront)

Career Office, Employer Service, and Regional Facilitators may only use the standard curriculum.

* Do not leave out any of the course material or add unauthorized course material.
* Only use PowerPoint slides provided during training. Do not create your own slides.
* Do not print or make photocopies of the workbook or portions of the workbook. Give customers full workbooks, available through the online storefront.

Only approved marketing flyers are to be used to advertise seminars in and out of the offices.

* Do not rename any session; only use the standard seminar, module, and/or lesson name

If you have suggestions for additional job search seminar topics, revisions to existing curricula, or would like permission to use Job Club materials that cover information outside of the standard curriculum, send them to seminars@wrksolutions.com.

Training for Instructors

Any staff member who delivers seminars and/or facilitates job clubs must successfully complete *Delivering Effective Workshops*, pass the course post-test, and display competency in facilitating demonstration lessons. This includes backup facilitators or anyone who could be called upon to facilitate a job club or deliver a seminar.

Staff who have previously taken *Delivering Effective Workshops* must successfully complete the 2018 version of *Delivering Effective Workshops* to continue delivering seminars and/or facilitating job clubs.

Contractors who have not had staff delivering seminars previously and who now want to deliver the Workforce Solutions job search curriculum for their customers may contact their contract managers or Jenny Johnson jenny.johnson@wrksolutions.com to become certified to conduct these seminars.

Expectations

We expect contractors with staff who deliver Workforce Solutions seminars to:

* Ensure **all** staff with seminar and/or job club facilitation responsibilities successfully complete the requirements to be a facilitator*.*
* Ensure only approved facilitators teach seminars and job clubs.
* Maintain the quality and level of professionalism reflected in our curricula when delivering seminars.
* Use only approved materials for seminars, including seminars provided as part of outplacement activities.
* Help customers find the next available community, office-based or event seminar that meets their needs.
* Provide customers with professionally printed copies of workbooks, not photocopies.
* Follow the process for publishing workshop dates and times on the website calendar.
* Gather and report feedback using the standard customer feedback for these seminars.

Actions

1. Contractors who have not previously delivered job search seminars may contact their contract manager or Jenny Johnson with the regional team to begin the process for certification on facilitators/instructors for these seminars.
2. Identify staff with seminar delivery and/or job club facilitation responsibilities and enroll them in the next available offering of *Delivering Effective Workshops.*
3. Ensure only staff who successfully complete the requirements to be a facilitator, conduct seminars and use only the approved Job Search Seminars curriculum (this includes seminars that are a part of Job Club).
4. Replace existing Job Search Seminar materials (*Creating Resumes, Completing Applications, and Writing Cover Letters; Evaluating Your Skills and Developing a Job Search Plan; Interviewing; Making Connections; Managing Stress, Time, and Finances; Rebranding;* and *The Energy Industry)* with the 2018 Job Search Seminars workbooks.

Questions

Direct questions through the Submit a Question link.