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| **WS 19-02** |
| **Release Date: February 20, 2019** |
| **Effective Date: February 25, 2019** |
| **Training & Development** |
| **Expires: Continuing** |

To: All Contractors

From: Mike Temple

 Brenda Williams

Subject: Workforce Solutions Job Search Seminars

##### Purpose

Provide updated information on Workforce Solutions job search seminars, including certifying facilitators, ordering materials and advertising offerings. This issuance replaces WS 18-08.

##### Background

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

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
* 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 approved PowerPoint slides available on wrksolutions.com. 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 following approved seminar names and descriptions.

**A Targeted Plan** – *Participants will review labor market information and assess their needs and employment skills to create a targeted job search plan.*

**Job Readiness Toolkit** – *Participants will evaluate and practice effective communication in applications, resumes, basic introductions and interviewing.*

**Sharpening Your Interviewing Skills** – *Participants will focus on the interview process and use the employer’s perspective to determine proper interview attire and prepare answers to common interview questions.*

**Closing the Deal** – *Participants will discuss networking, how to use social media as a networking tool and how to follow up with an employer after the interview.*

**When I Grow Up** – *TEKS aligned career education lessons for elementary, middle, and high school students.*

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 Facilitators

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 in front of a panel selected by Jenny Johnson. 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 any seminars and/or facilitating job clubs.

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 provided survey form.
* Submit attendance report and survey forms for all seminars on a monthly basis to seminars@wrksolutions.com.

Actions

1. If you have not already, disperse initial bulk order of job search seminar materials that was shipped in late October 2018.
	* + Lesson plans and laminated worksheets should **only** be provided to facilitators that **successfully** completed the four day *Delivering Effective Workshops Train the Trainer* sessions that were offered in 2018: January 24-27, August 20-23, September 17-20, and October 29-November 2. Staff who complete the four day *Delivering Effective Workshops* sessions offered after November 2018, will receive their materials during class.
		+ Any Lesson Plans and laminated materials left from the bulk order (after providing them to certified facilitators) should be sent to Jenny Johnson no later than February 25, 2019.
		+ Ensure you replace previous 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 new Job Search Seminars modules.
2. Advertise Job Search Seminars using only the approved marketing flyers.
	* + All seminars offered in career offices or in community locations that are open to the public, should be loaded to the [Workforce Solutions Job Search Seminars](http://www.wrksolutions.com/for-individuals/training-and-education/skills-development-seminars) page.
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).
	* + Delivering Effective Workshops will be scheduled quarterly. If a location is in need of a certified facilitator prior to the next scheduled class, contact Jenny Johnson at jenny.johnson@wrksolutions.com to discuss alternatives.
4. Use only the approved PowerPoints
5. Use only approved materials which can be found on the Workforce Solutions website at <http://www.wrksolutions.com/staff-resources/services-we-offer/job-search-seminars>/

Questions

Direct questions through the [Submit a Question](http://www.wrksolutions.com/staff-resources/issuances/submit-a-question-issuances-qa) link.