

EXECUTIVE COMMITTEE



ACTION ITEM # 1.3

SUBMITTAL DATE: August 19, 2009

SUBJECT: WIA Title I American Recovery and Reinvestment Act (ARRA) funding recommendation for job readiness and skill development services in Program Year 2009/10.

RECOMMENDATION: That the Workforce Investment Board (WIB) Executive Committee approves \$540,000 in WIA/ARRA funds to Graceland Center for Professional Development and Lifelong Learning, Inc. (Graceland) for job readiness and skill development services in Program Year 2009/10.

BACKGROUND:

Prior to the recent economic downturn, the County's Workforce Development Centers (WDC's) saw the hardest to serve – residents who were in need of basic skills or who had limited employment history. Today, the WDC's are faced with a changed unemployment population and are seeing clients from all socioeconomic backgrounds.

The WDC's are serving job seekers with significant skills and long employment histories. The challenges of these clients are in re-entering the job market. The skills required revolve around accessing the jobs available, marketing oneself in an extremely competitive job market, and determining whether they will be able to return to their prior professions or require retraining. In addition, many re-entrants are returning to school or entering training programs with limited computer and/or study skills.

Graceland will provide job seekers with a series of weekly four-day instructor led Job Readiness courses that will address various aspects of the job search and training process. Courses will also deal with the major impact of increased life and family related stress caused by unemployment.

Four day "Boot Camp" sessions include:

- "Stress Solutions"
- "Step by Step Action Plan for Finding and Getting a Great Job"
- "Resume Writing"
- "Interviewing Skills for Interviewee"
- "Personal Accountability" (Job Retention)
- "Coaching"

Additional 1-day Courses offered:

- "Computer Basics"
- "Study Skills"

In addition to gaining general computer skills, participants will be equipped with tools that will allow for improved self-marketing and resume building through the application of modern technology and on-line resources. During the 90-day period, Graceland will provide Train-the-Trainer certification to equip and prepare WDC staff to present job readiness and development course content on an on-going basis. Perpetual licenses and Spanish translations of all course materials will be available as specified and requested by WDC management. The knowledge gained from the six courses will provide job seekers with a solid foundation and preparation for long-term success in training and employment opportunities.

EXECUTIVE COMMITTEE Date: August 19, 2009 Approval: Yes/No	BOARD OF SUPERVISORS CONCURRENCE Required: Yes/No
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