

Fresno Regional Workforce Development Board

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OPERATIONAL DIRECTIVE

FRWDB OD # 05-17 Revision C

Date Released: April 19, 2018

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: April 19, 2018

Subject: Job Readiness Workshop

Applicable Program: All

Revision History: Initial Release - 7/11/17; Rev B – 1/12/18

This Revision C updates reference list and adds direction for Soft Skills Remediation.

This OD references:

OD 20-13	Youth Assessments
OD 13-15	WIOA Youth Program Flow (In-School, ages 14-21, Out-of-School ages 16-18)
OD 11-17	WIOA Youth Program Flow (Out-of-School, ages 18-24)
OD 09-08	Adult Assessment Requirements.
OD 22-13	Youth Work Experience
OD 12-15	WIOA Adult Program Flow
OD 11-18	AVi Soft Skills Upgrade Workshops

Job Readiness Workshop Guidelines:

- All new participants are required to complete the entire Job Readiness two week Workshop as outlined on page 2. The two weeks equate to four hours per day for a total of eight days. Participants enrolled prior to the implementation of the workshop are not mandated to complete the workshop, unless provider staff identifies there is a need for the participant to attend the workshop.
- Job Readiness Workshop facilitators should focus on the following learning styles: active learning, inquiry-based learning, problem-based learning, real world and hands on learning.
- The Job Readiness workshop will be conducted in a facilitated workshop setting.
- After completion of each week of the Job Readiness Workshop, the workshop facilitator must carefully complete the Job Readiness Workshop Participant Evaluation (Form# JOB-011) for each participant. This form verifies that the participant has successfully met the requirements of each workshop sessions.
 - In the event the participant has any areas that need improvement, the workshop facilitator must document issues/concerns on the workshop evaluation form.

- Upon completion of the Job Readiness Workshop the ERS/ACA will review the Job Readiness Workshop Participant Evaluation form with the participant to discuss changes and document additional services in the IEP/ISS (see Soft Skill Remediation below).
- All Providers must use the on-line IMAGO Job Readiness Curriculum.
- **Workshops will be “open entry” and modules must be provided in the following order:**

Week 1 includes:

Day 1. Adaptable and Productive Problem Solver

- Systems Thinking
- Design Solutions
- Organization
- Systems Collaboration

Day 2. Digital Literacy

- Digital Communication
- Digital Ethics
- Digital Investigation
- Digital Safety

Day 3. Learning, Creativity and Adaptability

- Lifelong Learning
- Personal Development
- Resilience
- Self-Awareness

Day 4. Communicator and collaborator

- Communication skills
- Effective listening
- Empathy
- Teamwork

Week 2 includes:

Day 5. Responsible and Ethical Decision Maker

- Engagement
- Fairness and Justice
- Self-control
- Values and Attitude

Day 6. Life Skills

- Appearance and hygiene
- Body Language
- Verbal Communication
- Personal Life Situations

Day 7. Personal Development

- Teamwork and Attitudes
- Clearly Defining What you want
- Setting Realistic Goals
- Creating a daily system

Day 8. Resume

- Resume Introduction
- Resume Action plan

A copy of the Job Readiness Workshop Participant Evaluation completed and signed by the Workshop Facilitator must be placed into the participant case file.

Workshop Session Makeup

Participants who miss workshop modules must make up the session in the next available workshop, that the module is offered.

For rural areas, Provider staff may conduct individual sessions with the participant to allow for the makeup session to be completed in a timely manner.

Soft Skill Remediation

All participants must be enrolled into the appropriate Soft Skills remediation module(s) to increase their skill level in areas requiring improvement. The enrollment process is outlined in OD 11-18, AVi Soft Skills Upgrade Workshops.

Please direct any questions to the FRWDB Program Manager

Form: [JOB-011](#), Job Readiness Workshop Evaluation