

Fresno Regional Workforce Development Board

A proud member of America's Job Center of CaliforniaSM Network

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 03-20

Date Released: March 17, 2020

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: March 17, 2020

Subject: Workforce Connection Career Services Orientation

Applicable Program: Adult, Dislocated Worker

Revision History: Initial Release

This Operational Directive (OD) supersedes OD # 08-18, Revision C Workforce Connection Career Services Orientation.

All AJCCs are to implement this OD effective immediately.

This orientation is to be used for all initial Orientations prior to any referrals to partners, other community services or Self Reliance Team interviews. This orientation provides a comprehensive overview of services available from Workforce Connection and other community resources.

This WIOA Orientation can be provided:

- In-person/group setting
 - The FRWDB Orientation Video is to be facilitated by a Workforce Connection staff member (One Stop Center Coordinator and/or partner staff) in a group setting.
 - Contact FRWDB Program Manager for copy of approved FRWDB English Orientation Video. The Spanish Workforce Connection Career Services Orientation PowerPoint presentation is attached.

OR

- Online FRWDB Orientation Video
 - The approved online FRWDB Orientation Video will be downloaded to every resource room computers.
 - Job Seeker views online FRWDB Orientation Video and completes the Interest Worksheet. Workforce Connection staff will review the interest worksheet with Job Seeker and answer any questions they may have and provide the appropriate requested referral through community-pro.

If any questions, please contact the FRWDB Program Manager.

Attachments: WFC Basic Career Services Orientation - Spanish

Form: REG-104, Interest Worksheet