

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 05-17 Revision H

Date Released: August 23, 2022

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: August 23, 2022

Subject: Job Readiness Workshop

Applicable Program: All

Revision History: Initial Release - 7/11/17; Rev B – 1/12/18; Rev C – 4/19/18; Rev D – 12/11/19;
Rev E – 4/9/20; Rev F - 7/30/20; Rev G – 6/16/21

This Operational Directive (OD) provides guidance for conducting the Job Readiness Workshop.

This Revision H updates the allowable workshop delivery methods.

Service Code Direction:

Staff verifies that the participant attended day one (1) of the Job Readiness Workshop. Staff open and close the appropriate service code (215 for Adult/Dislocated Worker or 417 for Youth) on the day the participant begins the first session of the workshop series and marks it as a successful completion.

When creating the CalJOBSSM service code, staff must select IMAGO as the provider and IMAGO Job Readiness Workshop as the program name.

Staff are required to case note the start date and duration of the Job Readiness Workshop series that the participant is scheduled to attend. After the workshop series is completed, staff must case note that the participant finished the workshop successfully and note the dates of the workshop that the participant attended.

If the participant does not complete the workshop, staff must edit the activity and change the successful completion to an unsuccessful completion. Staff is required to case note the dates of attendance and that the participant was unsuccessful. If for some reason you are unable to change the completion code, you will need to submit a data change request, per OD 26-18, CalJOBSSM Data Entry and Data Changes Process.

Job Readiness Workshop Guidelines:

- All new participants are required to complete the entire two (2)-week Job Readiness Workshop as outlined on pages 2 and 3.
- 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 in-person.

- The duration of the Job Readiness Workshop should not be less than four (4) hours per day for a total of eight (8) days.
- 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 digital case file.

Workshop Session Makeup

Participants who miss workshop modules can attend the next available workshop in which the module is offered.

Soft Skill Remediation

All participants must be enrolled into appropriate Soft Skills remediation module(s) to increase their skill level in areas requiring improvement (See OD 24-21, Soft Skills Remediation Process).

Digital Case File Naming Convention/Upload Process

All documents/forms must be uploaded to CalJOBSsm in the Document (staff) section and labeled accordingly under the “Document Tags” field (Keywords that will be indexed with the attachment) in CalJOBSsm.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBS. Provider staff must use the digital case file naming convention for documents as follows:

- Utilizing the CalJOBSsm Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name that is in **bolded underline text:**

Job Readiness Preparation/ (Insert Document Tag Name Below):

- Job Readiness Workshop Evaluation

Please direct any questions to the FRWDB Adult or Youth Program Coordinator.

Attachments:

- Fresno Workforce IMAGO Account Creation
- IMAGO Facilitator’s Guide

Form:

JOB-011, Job Readiness Workshop Evaluation