

COLORADO RAPID RESPONSE PROGRAM

PLANNING MEETING OUTLINE

I. WELCOME AND INTRODUCTIONS

(Give the employer a Layoff Transition Workshop Packet and a sample agenda).

- Identify Rapid Response team members and briefly describe their function.

II. OVERVIEW OF PROGRAM

- Program is federally funded, no cost to employer or dislocated worker, can be accessed up to 6 months prior to layoff.

III. FACT-FINDING

- Learn what is happening with the employer. If moving, where? Is this possibly TAA related? Dates for layoff, numbers and occupations involved, etc.
- Local competitors or secondary companies

IV. BENEFITS TO EMPLOYER

- On-site workshops designed to meet the employer's needs
- If employer is using outplacement firm, we complement their services
- Encourages employees to continue to work until layoff date (reduce attrition)

V. DEFINE ARRAY OF SERVICES AVAILABLE TO EMPLOYEE

- Local, State and Federal Programs
- Early intervention to help employees to be prepared for career transition before the layoff date

VI. PRESENT LAYOFF TRANSITION WORKSHOP AGENDA

- Cover the Layoff Transition Workshop Packet/ Section-by-Section
- Introduce service providers
- Give the phone number for the Unemployment Insurance contact

VI. CONCLUSION

- Commitment for workshop or other services
- List of affected workers