

# ATTACHMENT 3

## COLORADO LAYOFF TRANSITION WORKSHOP OUTLINE 2-HOUR WORKSHOP

Thank the employer for inviting CDLE.

Check with local Dept. of Labor to get information on what agency administers the DW program.

Take out the purple layoff transition book and turn to page 3.

Ask if any of the session attendees know what a workforce center is... Explain what a workforce center is

Turn to page 4 in purple book to show workforce center locations

Introduce job descriptions to assist with resume dialogue.

### I. INTRODUCTION

Facilitator is responsible for discussing:

- A. Layoff Transition Program through CDLE
  - 1. The different resources available free of charge
  - 2. Where and how to access the different resources
  - 3. Learn how to effectively use the resources
- B. PURPOSE OF THE WORKSHOP
  - 1. Review the materials
  - 2. Mention the UI video
  - 3. Introduce the workforce center staff (if applicable)
  - 4. Introduce the Dislocated Worker Program
- C. Ice-Breaker
  - It is important for the facilitator to find out more information on the attendees:
    - 1. What are some of the job titles?
    - 2. How long have people been at the company?
    - 3. Are any employees part-time, full-time, or temporary?
    - 4. Has anyone worked there for less than 2 years?
    - 5. Are there any specialized jobs?

### II. DISLOCATED WORKER PROGRAM

- A. Federally funded and is available 6 months prior to layoff date
- B. Financial assistance for short-term training to enhance current skills or transition into a new career field.
- C. All training programs are determined by demand and labor market information.
- D. In Colorado, the DW program is administered by workforce centers
- E. Nationwide program
  - 1. Keep layoff letter, unemployment insurance documents, and paycheck stub. (this documentation helps to justify that the individual worked for this employer and was laid off through no fault of their own)

### III. WORKFORCE CENTER OVERVIEW

- A. Workforce center is a one-stop location for all job search needs.
- B. **Must register at [www.connectingcolorado.com](http://www.connectingcolorado.com)**
- C. All the services are free
- D. Discuss hours and locations
- E. 3 tiers of services include:
  - 1. CORE
    - Self-oriented services:** computers with internet access, fax, copy machines, job postings, and job search database
  - 2. INTENSIVE
    - Assisted Services:** job search workshops, resume critique, career counseling, computer tutorials, career assessments, veteran's assistance, etc.
  - 3. TRAINING
    - Dislocated Worker Program:** Classroom education/training
- F. Before ending the workforce center overview, make sure to discuss any information not covered by the workforce center staff. (If applicable)  
Ex: Veteran's services, 50+ and Fabulous program, [www.connectingcolorado.com](http://www.connectingcolorado.com), job search database, etc.
- G. Begin discussing resume. Does anyone have a resume? Discuss keywords.

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Present a newspaper and show the different articles, employment ads, career fairs, etc.

Discuss the importance of Keywords and their relationship to resumes.

Resumes are scanned.

Let workshop attendees review the printed jobs to get an idea of keywords. Jobs must be relative to their current positions (private and public jobs)

Discuss salary negotiations

### IV. PREPARATION FOR WORK SEARCH/TRAINING

#### A. Introduce the 5 Tools for a Successful Work Search

1. Newspaper
  - i. Read job descriptions (look for keywords)
  - ii. Take note of the requirements, job descriptions, benefits, job location, etc.
  - iii. Highlight all the skills that you have and make a note of the skills/requirements that you do not have.
  - iv. Job descriptions are not complete
  - v. Read every Sunday to find out what's happening (job fairs, training, companies laying off, etc.)
2. Career Fairs
  - i. Attend industry specific career fairs.
  - ii. Research the employers that will attend
  - iii. Review job descriptions and qualifications
  - iv. Prepare resume for each employer
  - v. Talk with recruiter at career fair and ask questions about the job and company.
  - vi. Send thank you letter to recruiter within 24 hours and amended resume if applicable
3. Internet
  - i. Compliments the other job search techniques
  - ii. Use for research
  - iii. Learn e-mail etiquette and always edit resumes that are posted on employer websites.
4. Networking
  - i. Best job search tool
  - ii. Attend job clubs at workforce centers, faith-based organizations, chambers of commerce, etc.
  - iii. Use job search business cards
5. Workforce Centers
  - i. **Encourage registration at [www.connectingcolorado](http://www.connectingcolorado)**
  - ii. Do not need to wait for separation date
  - iii. Start using the free resources now.

### V. REVIEW LAYOFF TRANSITION BOOK SECTION

- A. Resume Writing
  - Workforce centers compliment the work you have already done or help you write your resume.
- B. Money Management
  - Free consultation to help with budgets, credit counseling, reduce interest rates, contacting creditors, etc.
- C. Financial Planning
  - Free 30 minute consultation that will provide information on transferring retirement investments, difference between brokers and agents and the fees that they charge, advantages or disadvantages on early withdrawals.
- D. Home Mortgages
- E. Health Insurance
  - Cobra is not the only option
  - Call different healthcare providers and ask about short-term policies for unemployed individuals.
  - Introduce the "Red" Pension and Healthcare Coverage book for dislocated workers.
  - Review the "Red" book and call the 800 number provided for additional questions.

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Separation pay information should be obtained from UI manager prior to the workshop.

- F. Community Services
- G. Small Business Administration
- H. Resource Telephone Numbers
- I. SHARE Program

### **VI. UNEMPLOYMENT INSURANCE VIDEO (UI VIDEO)**

- A. This video will provide general information about unemployment insurance.
- B. Discuss separation pay and its affect on unemployment insurance benefits (this information is provided by Janet Spiker or current UI contact).
- C. Be prepared to update the attendees of any changes since the taping of the video.

### **VII. CLOSING**

- A. Remind the attendees that the evaluation survey is in their Layoff Transition Folder and to take time to fill it out.
- B. Open to additional questions
- C. Thank participants for their time
- D. Collect Layoff Transition evaluations