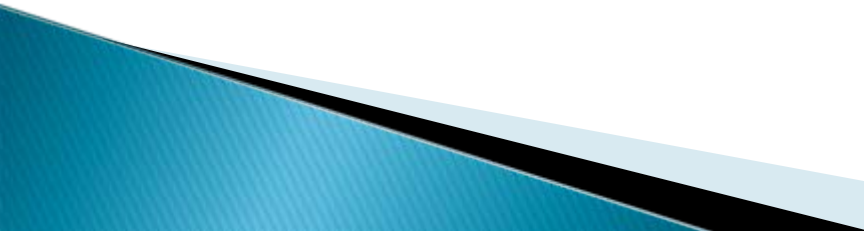





# Career Options Round Table

# Job Development

- Topics to be covered
    - Networking with potential employers
    - Adapting to the work place
    - Benefits to an employer of working with an employment based program
    - “Thinking outside of the box”
    - Special Projects
- 

# Networking with Potential Employers

- Get involved in your local Chamber of Commerce
  - Be prepared when out in the community
  - Face to Face contact is key to developing a solid working relationship with business leaders
  - Visit businesses at a time that is least intrusive
  - Limit introduction to 5 to 15 minutes with time frame defined for follow up
  - Clarify your presence in the community
    - New to Fargo, not new to the State of ND
- 

Cont.

-Example Overview of Services: “We assist individuals in their career development who have sought out our services. We do anything from helping individuals with their resumes, cover letters, job searching, job developing, finding childcare, transportation, etc..Not really a lot we don’t do. We are often reaching out to potential employers to inform them of our Career Options program and hope to have the opportunity to work together in the future. We get to know the individuals we work with rather well in regards to their career goals, work experience, job skills, areas of growth needed, etc. We can often help match potential employees up with potential employers, without the cost of advertising, extensive interviewing, etc. We have assisted many employers with training new employees, completing hire paperwork, and we also educate employers on the WOTC..Are you aware of the Work Opportunity Tax Credit”.


# General vs. Client Specific Contacts

- General contacts are made with potential employers to help form a “relationship” for future client specific job placements
  - General business contacts should be tracking on your Master Business Contact Sheet
  - Businesses who are familiar with your company’s career services are more likely to contact you when hiring
- Client Specific Contacts can include discussion on Job Shadows, Situational Assessments and/or Trial Work Experience
  - Client specific Business Contacts should be tracked in client files with notes in regards to each follow up with that employer documented as well

# Adapting to the Work Place

- Discuss more thoroughly the additional training/modifications/adaptations your employment program assists with that may be most suited to the specific agency you are job developing at.
  - Example: If you are at Amazon, doing general job developing you might focus on the fact that your agency assists individuals increase their typing speeds on [learning2type.com](http://learning2type.com) .
  - Example: If you are at a restaurant doing general job development you might want to use the example if they hired someone who was currently working with your agency and they were struggling with counting back change then you could come in and assist them one on one or you could offer additional training off site to the individual and assess the need from there.


# Benefits in working with an employment based program

- There is a real person that promptly answers your phone calls (local contact)
  - Advertising dollars can be reduced significantly
  - Assistance with employee training is available at no cost to the employer
  - One on one assistance available in efforts to reduce turnover, again at no cost to the employer
  - Supports many local, community efforts to bring down the unemployment rate and makes your city/state a great place to live!
- 

# “Think Outside the Box”


## Scenarios:

#1: Mary shares her work history with you and it consists of working in housekeeping. Each experience has only lasted a max of 3 months over the past 5 years, yet she states that is all she knows how to do. Mary states she has put in 3 more applications for housekeeping positions this week. What will be some areas of discussion you might have with Mary to help make the job development efforts most successful?







#2: Joe has been working construction for 6 years and drinks quite often as he noted on his intake. He states he wants to do some framing/roofing again so he can make some good money fast. How might you problem solve with Joe in efforts to make the Job Development efforts most successful?



# Special Projects

- Help build bridges between unemployment and employment
  - Reduces the accumulation of the Federal Aid Debt spent by individuals spending huge amounts of money on education in attempts to identify their career path.
  - Allows a way for those with language barriers to gain meaningful employment
  - Examples: “Creative Pathways” and “Picture Perfect”
- 

# Determination and Motivation

- Remember..it is often hard to sell something when one doesn't believe in the product themselves!
  - You have to model the behavior you anticipate from others!
  - When at first you don't succeed, try again..just use a different approach!
  - Don't take others success as a threat, but instead turn it into your motivation!
  - Think Impact!
- 

**Thank You**

