



NIEHS

National Institute of Environmental Health Services

**NIEHS TRAINERS EXCHANGE
MARCH 29-30, 2007
FLAMINGO HOTEL
LAS VEGAS, NV**

Presenter:

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BWTP Training Services East Palo Alto

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**MEASURES TO ENSURE SUCCESSFUL
ENROLLMENT, RETENTION AND JOB
PLACEMENTS**

Agenda

- Program Overview
 - Recruitment: Success & Challenges
 - Assessing Applicants
 - Life Skills Enhancement
 - Counseling
 - Training
 - Job Development & Job Search
 - Placements
 - Graduate/Non-graduate Contact Information
 - Tracking and Retention (81%)
 - Appendix V
 - Employment verification form
 - WIA Applicant form
 - Health & Safety Survey

Recruitment Successes

- Word of mouth
 - Past and present students of the program are our most effective means of recruitment
- OICW's weekly orientations
 - These continue to advertise the benefits of the program to the community
- Community outreach
 - Increase participation and involvement in community events

Recruitment Successes

- Partnerships
 - OICW
 - Sequoia Adult School: Students are able to enroll in GED classes to get their HS Diploma and satisfy the math required for Union participation
 - Peninsula Works/One Stop Career Center: Students have access to the career center
 - Canada College: Algebra for students interested in working as an electrician

Recruitment Successes

- Increase participation & involvement in community based organizations
 - San Mateo County Human Services
 - PACT/Re-entry (Police Action Community Training)
 - Community based rehabilitation centers
 - Workshops and conferences
 - BOC (Breakfast of Champions)
 - Project Pro/Governor 15% Grant
 - TOM (Training of the Month)
 - OICW Newsletter: Focus on Project Build

WHAT TYPES OF RESOURCES DO YOU USE TO DEVELOP SUCCESSFUL RECRUITMENT TECHNIQUES?

Recruitment Challenges

- Recruiting female students
- Court systems
- Treatment programs
- Child care
- Transportation (Supportive Services)
- Language (ESL)
- Union dues

HOW DO YOU ENABLE YOUR CLIENTELE TO OVERCOME THESE BARRIERS?

RECRUITMENT, ASSESSMENT & ENROLLMENT

- Recruitment – 2:1 ratio
WORD OF MOUTH – FORMER STUDENTS
Collaborating with other community agencies
- Assessment –
Asking the right questions and getting the right answers
- Selection –
Selecting candidates that display strongest desire and have fewest barriers. Refer others to support agencies and have them sign up for future classes once they have reduced or eliminated some of their barriers to succeeding.

WHAT DO YOU DO IF YOU DON'T HAVE ENOUGH CANDIDATES TO PICK AND CHOOSE?

Assessing Applicants

- Enrollment Process
 - Program Orientation
 - Description of Program Overview
 - Examples: Program Expectations and Rules
Attendance Policies
 - Initial Interview/Intake
 - Pre-Screening Questionnaire
 - Examples: Do you have a driver's license
Do you have your High School Diploma or GED
 - Assessments
 - Wonderlic Basic Skills Test
 - COPS (Career Occupational Preference System)
 - Pre-Test for determining Math level
 - Computer literacy test

Life Skills Enhancement

■ Training program components

Life Skills

- Self-awareness
- Decision making
- Time management
- Goal setting
- Conflict resolution
- Budgeting
- Energizers

Steps

- Resume
- Job application
- Interview skills

Networking

- Employer contacts
- Job leads
- Company research & presentation

Assessments

- Wonderlic Basic Skills Test
- Computer Literacy Test
- Math Pre-test
- GED pre-test
- COPS (Career Occupational Preference System)

Counseling

- Provide professional, relevant counseling on an on-going basis
- Identify barriers to succeeding, provide referral to support agencies, follow up to ensure trainee took advantage of services
- Use peer-to-peer motivation

HOW WOULD YOU HANDLE A SITUATION WHERE THE CANDIDATE DOES NOT FOLLOW UP ON A REFERRAL?

Job Development

- Job Search
 - Provide career coaching
 - Assist students with job search in preparation for graduation and placement
 - Carpenters Local Union 217, Labor Local Union 389, Agencies/Manpower, Labor Ready, and Command Center Staffing for Environmental Jobs
 - Employers/Advisory committee members

Job Development

- Job Search cont.
 - WL Butler Construction
 - Hetch-Hetchy project
 - Job site/foreman
 - Redevelopment agency 30% residence requirement

WHAT OTHER EMPLOYMENT OPPORTUNITIES
DO YOU USE?

JOB PLACEMENTS

- Involving Advisory Committee
- Working with contractors starting at the beginning of the program year and staying in touch throughout the year
- Inviting contractors to view trainees and training
- Hitting the bricks once a week to visit construction and/or cleanup sites, talking to foremen
- Marketing trainees and training programs

Tracking

- Monthly follow up will be conducted on every placed student for 1 year
 - Phone calls
 - Emails & Letters
 - Job site visits
- Follow-up
 - Monthly follow-up form
 - At-a-glance yearly follow-up form
 - Relatives
 - Referrals from CBO (probation, treatment programs; outside agency counselor)
 - Employment Development Department (EDD)
Release of Consent form signed by the student

Health and Safety Survey

PROGRAM CITY:	STUDENT ID Number:
Date Survey Completed:	Name of Person Conducting Survey:

HEALTH & SAFETY TRAINING SURVEY

This survey is intended to provide information about the value of health & safety training. The results will be used by CPWR to evaluate the effectiveness of the training provided by each of the minority worker training programs. At no time will any respondent's identity be linked with any specific answers. Please DO NOT put the student's name on this survey.

When was student enrolled in the B/MWTIP? _____
 Was student placed in a Union construction job? _____ If so, type of construction work. _____
 Was student placed in a non-union job? _____ If so, type of work. _____
 Was student placed in an environmental job such as lead-abatement worker, asbestos worker, etc. Please specify type of work. _____

Below is a list of questions to be asked of each student contacted during tracking/follow-up process. This form can be reproduced and mailed or questions may be asked over the telephone.

Please pick one number that best describes you (circle your answer)	Never	Once in a while	Often	Most of the time	Always
1a. Do you feel that the training offered by the B/MWT Program prepared you to work safely on the job?	1	2	3	4	5
1b. Were you able to demonstrate the skills you learned during your training?	1	2	3	4	5
1c. Would you recommend the training program to others?	1	2	3	4	5
2a. At your work site, how likely is it for people to stop work if conditions are unsafe?	1	2	3	4	5
2b. In the last year, how likely were you to stop work if conditions were unsafe?	1	2	3	4	5



Any QUESTIONS?

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THANK YOU