

POST-CONFERENCE PROCEEDINGS
WORKSHOP SESSION SUMMARY
NIEHS NATIONAL TRAINERS' EXCHANGE
MARCH 2007

SESSION TITLE AND PRESENTER'S CONTACT INFORMATION:

"Measures to Ensure Successful Enrollment, Retention and Job Placements"

Alonzo Emery

Director of Adult Services

Opportunities Industrialization Center West

1200 O'Brien Drive

Menlo Park, CA 94025

Tel: (650) 330-6424

E-mail: aemery@oicw.org

WORKSHOP SUMMARY

This workshop focused on pre-training tryouts, improving training program retention and job placement. Discussions were initiated by the presenter using a PowerPoint presentation with feedback from the audience after each slide was reviewed, asking how they would handle situational circumstances.

METHODS

The session was given by the presenter using a PowerPoint presentation to map out the steps in which would best describe how to ensure successful outcomes from start to finish. Handouts of the presentation were given for the audience to follow along with and questions were asked at the end of each slide to keep a group discussion going. A mock exercise was conducted to show how to screen successful candidates for your program.

Some advantages of this allowed the group to see how to do a better job of assessing applicants for training and job placement and retention. The presenter must be knowledgeable and experienced about the subject to properly lead this discussion.

MAIN POINTS

The main points discussed are listed below:

- How to review a completed application for enrollment:
Using testing materials to determine academic level for successful completion.
Examples:
 - Wonderlic Basic Skills Test
 - COPS (Career Outlook Preference System)
 - CASAS (Comprehensive Adult Student Assessment System)
 - JVIS (Jackson Vocational Interest Survey)

- One on one interview with counselor and instructor
- How to set up a pre-trial assessment
- Benefits of having a pre-trial assessment period
- Assessing applicants
- How to use proper testing materials in assessing your potential candidate
- Initial interview/intake pre-screening questions
- Identify barriers to succeeding
- How to effectively market your program
- Recruitment: successes and challenges
- Tracking and retention
- Technique to use for tracking placements
- How to build good relationships with your employers
- Involvement of outside agencies to help with tracking and job retention

The group stated that mock exercise was a good visual tool to better understand the client skills. It also helped identify the strengths and weaknesses of individual and how to work better as a team.

WORKSHOP HANDOUTS

Handouts: NIEHS TRAINERS EXCHANGE. PPT