



Tampa Vocational Institute



# Workforce Development Center

# Job Training Program Essentials

## ▶ Orientation

- ▶ Elements: Overview of Class
  - ▶ Making the case for attendance

## ▶ Core Curriculum - Job Training Program

### ▶ Elements:

- ▶ Teamwork
- ▶ Lateness
- ▶ Managing childcare/eldercare issues
- ▶ Employer expectations
- ▶ Sharpening Interviewing Skills
- ▶ Financial Capabilities/Literacy
- ▶ Absences
- ▶ Working with supervisors
- ▶ Dressing for Success
- ▶ Resume review and writing
- ▶ Guest speakers to inspire and empower
- ▶ Employer led mock interviews





Photo Credit: Adriana Zehbrauskas for The New York Times (meme is mine - LJM)

# Education Program Essentials

- ▶ Tampa Vocational Institute (TVI)
  - ▶ Training Offerings:
    - ▶ Introduction to Construction
    - ▶ Stackable Certifications w/in 6 weeks
      - ▶ NCCER (construction math, blueprint reading, basic rigging, hand tools, power tools, etc)
      - ▶ OSHA 30
      - ▶ Forklift
      - ▶ HAZWOPER (optional)
      - ▶ Confined Space

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# Objectives

## ➤ Client Outcomes

- Job prospecting, interview skills, being a responsible & accountable employee
- Increase success of job placement services to Hillsborough County residents
- Financial Stability through long term employment
- Continued supportive services post employment

## ➤ Employment Partner Outcomes

- Provision of associates who are pre-screened, skilled and ready to work
- Fulfill diversity and inclusion goals
- Employee safety net, reduces turnover
- Establish corporate training partnership with the CDC of Tampa



# Supportive Services

## ▶ Post Completion

- ▶ Unlimited use of the CDC's employment lab tools (computers, copiers, internet access)
- ▶ Case Manager
- ▶ Job Search Services
- ▶ Bus Passes
- ▶ Specialty Footwear (non-slip shoes, steel toe boots)
- ▶ Clothing for interviews
  - ▶ Partners: Men's Warehouse  
Dress for Success

