



Frontline Focus Flyer

QUARTERLY NEWSLETTER FOR WORKFORCE PROFESSIONALS



CJC Staff at our holiday party in December

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Mission

The Frontline Focus Training Institute delivers trainings and resources to help front-line workforce professionals build their capacity to better meet the employment needs of disadvantaged job seekers, low-income workers and employers. We currently offer nine different trainings in four programmatic areas.

Thank You . . . to our funders!

- Alphawood Foundation
- Chicago Tribune Charities, a Fund of the McCormick Foundation
- Fry Foundation
- JPMorgan Chase
- Polk Bros. Foundation

With this generous operational support, CJC is able to keep fees for training courses affordable for Frontline Focus participants.

Behind the Frontline . . .

With spring right around the corner, things are heating up at CJC. We have several trainings planned for the coming months (see p. 3 for more information). We're particularly excited about our newest offering, *Leadership Development for Frontline Supervisors*, being offered on Wednesdays, May 12-26. Designed for workforce professionals who supervise frontline staff, this course will teach you ways to work more effectively with your staff, flex your leadership style based on different situations, and more efficiently manage multiple job responsibilities. Click [here](#) to download the application form and register!

In February we graduated a group of job developers from our *Working with Job Seekers with Criminal Records* course, and in March we graduated students from our *Working with Employers* course. As usual, we were impressed with the passion and enthusiasm our participants exhibited towards their work, their clients, and each other. We're looking forward to offering these courses again this summer.

Over the winter, Frontline Focus worked with a team of students from the University of Chicago through the campusCATALYST program. With their pro bono help, we explored ways to improve our evaluation system. Specifically, we looked at how to most effectively measure participants' learning and satisfaction to determine whether we are meeting our programmatic goals. The process was extremely informative and allowed us to think more critically about how we can measure our success. Thank you to those individuals who volunteered their time to answer questions for our team. Your input was extremely valuable and will help enrich our overall program offerings.

Finally, don't forget to check out CJC's newest information portal, The WIRE (Workforce Information and Resource Exchange). Here, you'll find centralized information related to workforce development and public data on program funding, providers, and participants. [Check it out!](#)



CJC Executive Director, Bob Wordlaw, and Jesus "Chuy" Garcia, at the FFTI Alumni Reunion in November

Chicagoland Green Collar Jobs Summit

On Friday, April 30, 2010, the Chicagoland Green Collar Jobs Initiative will once again present its annual Summit, hosted this year at the Illinois Institute of Technology. This premier Midwestern event on the emerging field of green collar jobs will feature speakers from across the country, panel presentations, and exhibitors discussing the development of our green collar economy. Topics discussed throughout the day include: Green Entrepreneurship, Sustainable Urban Development, Green Initiatives for Youth, Green Community Development, and Green Education and Training.

If your organization would like to be a sponsor for the Summit, please contact Jen Keeling at jennifer@cj.net or 312.252.0460 x306. If your organization would like to exhibit at the Summit (\$150 registration fee), you will receive exhibition space as well as one free registration. Please contact Adrian Esquivel at 312.252.0460 x105 or adrian@greencollarchicago.org.

CHICAGOLAND GREEN COLLAR JOBS INITIATIVE

Please visit www.greencollarchicago.org for more information about the Chicagoland Green Collar Jobs Initiative and to register for the Summit!

Frontline Focus to Launch Job Developer Group--Join Us!!

Since the inception of Frontline Focus, participants have routinely expressed an interest in staying in touch with each other once their training has ended. The resource sharing and networking that happens in the classroom is such an integral part of our training philosophy that we don't want it to stop there. It's taken some time, but finally, we are in a position to help make that happen!

On Wednesday, April 28 at 9:00 am, we are hosting a **Job Developer Steering Committee Meeting at CJC**. The purpose of the meeting will be to discuss what you, as frontline workforce development providers, would like an ongoing job developer group to look like. Perhaps you'd like to share job leads, learn best practices in collaboration, or devise a new strategy for how to meet employers' needs. The possibilities for such a group are endless, and given the wide interest, CJC wants to help bring your ideas to fruition. So, we'll provide the coffee and donuts, you bring your ideas!

The program staff at CJC is excited about bringing you all together to share your ideas and potentially plan how you'd like to work with one another. **Please RSVP to Ellen Johnson at ellen@cj.net or 312.252.0460 x310 to let me know if you'll be able to attend.** If you aren't able to make it on April 28, not to worry! As the group takes off, you'll have more opportunities to plug in.

CJC Provider Survey

A new provider directory component of the Workforce Information and Resource Exchange (WIRE) is currently in development. The directory will include information about workforce training and service providers in Cook County. Using a dynamic Google Maps mashup to help visualize where providers are located in Chicago, we hope this resource will support advocates, policy makers, and frontline staff in their work.

In order to populate the directory, we will soon be sending out a brief survey. This survey will collect basic information about each organization, including: name, web site, services provided, populations served, location of sites, and a primary contact for any follow-up. The survey should take less than 5 minutes to complete. We appreciate your organization taking the time to help build this comprehensive provider directory!

The screenshot shows a web browser window displaying the 'Employment and Training Provider Survey' form. The form is titled 'The Chicago Jobs Council is conducting this survey to create a directory of workforce development providers in Cook County. The directory will be made available on our new Workforce Information and Resource Exchange (WIRE). In addition to contact and service information, the directory will include an interactive mapping feature to provide a visual representation of area services. We hope it will assist you in your work with clients and partners. The survey should take less than 5 minutes to complete. Your participation is key to the success of this directory--we thank you for your assistance!' The form includes sections for 'Basic Information' (Organization Name, Web Site, Parent Organization), 'Organization Type', 'Services Provided' (with checkboxes for Adult Education, Job Development, Legal Services, Subsidized Employment, Affordable Housing, Job Readiness Training, Social Services, and Training), and 'Populations Served' (with checkboxes for General Population, Domestic Abuse Survivors, Dedicated Workers, and Immigrants/Refugees).

REGISTER NOW

Third Annual
Chicagoland Green
Collar Jobs Summit

April 30, 2010
8:00 AM - 4:30 PM

Illinois Institute of
Technology
35 W. 33rd Street
Chicago, IL 60616

Register for the Summit!

If you want to
become a member of
CJC . . .

Please visit
cj.net/membership/

Or contact
Cheryl Hester at:
cheryl@cj.net
312.252.0460 x108

- As a CJC member, you will have the opportunity to:
- Receive discounted rates on Frontline Focus trainings
 - Attend CJC's Member Meetings free of charge
 - Promote your services through CJC's online Member Directory
 - Vote on members of CJC's Board of Directors
 - Post job openings at your organization on CJC's web-site

Become a fan of
CJC on FACEBOOK!



Upcoming Events

Office Closed

Working Group Meeting
9:30 - 11:30am

April 2010						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2010						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2010						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Job Developer Orientation
9:00am-4:00pm
- CJC Member Meeting
2:00pm-4:00pm
- Working with Job Seekers with Criminal Records (in Rockford)
9:00am-4:00pm
- Working with Job Seekers with Disabilities
9:00am-4:30pm

- Pitch Clinic
2:00pm-5:00pm
- Leadership Development for Frontline Supervisors--*NEW*
9:00am-4:00pm

- Skills & Strategies for Working with Employers
9:00am-4:00pm
- Introduction to the Workforce Investment Act
9:00am-12:30pm
- CJC Annual Meeting
9:00am-11:00am

Course Descriptions

Job Developer Orientation
(\$75 members/\$115 non-members)
This full-day workshop is designed for new workforce development staff who work directly with employers to create opportunities for job seekers. Participants will be introduced to key skills, strategies and concepts for reaching out to employers, making good placements, and working effectively in their new role as job developers.

Working with Job Seekers with Criminal Records
(\$190 members/\$275 non-members)
This multi-session course focuses on specific information, resources and strategies that help job developers work more effectively with clients who have criminal records. Topics covered include: barriers ex-offenders face when reentering the workforce; understanding employment discrimination and navigating the public benefits, rights, and legal services available to ex-offenders; dealing with expungement and sealing of records; and addressing employer concerns about hiring candidates with criminal records.

Working with Job Seekers with Disabilities
(\$75 members/\$115 non-members)
This full day workshop allows job developers to learn best practices in assessing and advocating for clients with disabilities, understand the barriers clients face in seeking employment, and learn how to become an asset to employers.

Pitch Clinic
(\$50 members/\$75 non-members)
This half-day workshop allows job developers to work in small groups with employer "coaches" to craft, practice and refine their marketing pitch. Specifically, participants learn how to make a professional business impression and get practical, constructive feedback on their approach.

Leadership Development for Frontline Supervisors--*NEW*
(\$190 members/\$275 non-members)
This multi-session course is geared toward new supervisors and veteran managers who want to refresh their skill set. Specifically, participants will explore ways they can work more effectively with their staff, flex their leadership style, and more efficiently manage multiple job responsibilities.

Skills & Strategies for Working with Employers
(\$315 members/\$450 non-members)
This multi-session training is designed for entry-level job developers. During this hands-on, interactive course, participants learn practical skills and strategies for reaching out to employers and making effective placements. The course focuses on how to build and maintain relationships with employers, how to make good job matches, and how to work most effectively as a job developer.

Intro to WIA
(\$50 member/\$75 non-member)
This half day workshop focuses on raising awareness and understanding of the federal Workforce Investment Act (WIA) and providers' role in the workforce development system.

Working Group (free)
The second Tuesday of every month, this group meets to discuss local, state and federal workforce policies. The group is free and open to all workforce development professionals. Please contact Liz Bomgaars at liz@cjcn.net for more information.



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