



Frontline Focus Flyer

QUARTERLY NEWSLETTER FOR WORKFORCE PROFESSIONALS



Some of CJC's staff enjoying the summer!

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Mission

The Frontline Focus Training Institute delivers trainings and resources to help frontline 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 cooler weather descending upon Chicago, things are heating up at CJC! In August, we offered our multi-session *Working with Job Seekers with Criminal Backgrounds* course, followed in September by our 5-week *Skills and Strategies for Working with Employers* training. Currently we're gearing up to offer our *Job Seeker Retention* class in November, followed by our *Leadership Development for Frontline Supervisors* training in December. Visit www.cjc.net/frontline for more information and to register.

What we're most excited to report, however, is the launch of our Frontline Workforce Association. This group was established to provide free professional development and networking opportunities for frontline workforce development professionals. We had our first meeting in September on Seasonal Hiring Trends. HR representatives from UPS and TJMaxx attended to discuss their hiring needs for the upcoming holidays. With over 80 people in attendance, this meeting was a great success. If you missed this event, read below for two ways you can get involved this fall!

The first is a Happy Hour social event on Thursday, October 28 from 6:00-8:00 pm at Dunlay's on the Square in Logan Square. This is an opportunity for you to meet, mingle and reconnect with your fellow frontline providers across the Chicagoland area. There will be a cash bar with drink specials and appetizers for purchase. Please register by clicking [here](#).

The second is our informational meeting being held on Thursday, November 11 from 3:00-5:00 pm. The topic of this meeting will be "Marketing 101: Developing Materials for Employers". A marketing expert from Mission Measurement will provide information on best practices in developing print materials, tips and strategies for improving existing materials on a tight budget, and will highlight good and bad examples of workforce development marketing. You will have an opportunity to workshop your existing brochures and print materials, as well. Registration is being capped at 40 participants, so register soon by clicking [here](#)!

FRONTLINE WORKFORCE ASSOCIATION

Marketing 101: Developing Materials for Employers

DATE: November 11, 2010

TIME: 3:00-5:00 pm

LOCATION: Mercy Housing Lakefront
1521 S. Wabash
Chicago, IL 60605

COST: FREE!

Defining Bridge Programs

The criteria defining a “bridge program” was adopted by a Shifting Gears working group in 2010. This definition is meant to serve as a shared language for organizations attempting to create bridge programs, and the entities who are considering how to fund them in a fair way.

For a more detailed look at Bridge Programs, visit The WIRE, CJC’s online resource for information related to workforce development.

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

Please visit cjc.net/membership/

Or contact America Lewis at: america@cjc.net
312.252.0460 x800

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 website

Become a fan of CJC on FACEBOOK!



Join the Bridge Club!

Bridge programs are a path to success for job-seekers facing barriers to education and work. Organizations that help adults overcome such barriers should consider how bridge programs can help their clients.

For an individual to get a job that provides true self-sufficiency, post-secondary education is often a requirement. However, if the same individual has low reading and math ability, or lacks certain other skills, preliminary steps may be needed before entry into education is a possibility. This is where bridge programs can help.



At a basic level, bridge programs are a special type of training. They are a course, or a set of courses, meant to prepare people for higher-level education and a job, at the same time. The training focuses both on filling gaps in a student’s remedial education and providing occupational skills. It does this by contextualizing the material to meet the student at his or her level. Only the most pertinent information is covered, as the goal is to see relatively rapid career development.

For this to work the course must be accessible to students in terms of time, expense, and location. Barriers such as lack of transportation, child care responsibilities, and tuition will need to be considered, and dealt with, for each student.

To account for varying individual needs, bridge programs are created and implemented by a wide range of groups including educational institutions, training providers, and community-based organizations. Cooperation across groups is encouraged because it can allow for the creation of a system which more easily meets an array of individual needs.

Funding:

Currently, there is no dedicated funding source for bridge programs in Illinois. In recent years though, the Illinois Community College Board (ICCB) and the Department of Commerce and Economic Opportunity (DCEO) have promoted bridge program development through special funding initiatives. Organizations should look for future funding opportunities from both adult education and workforce programs, including the Workforce Investment Act (WIA).

Moving Forward:

An organization can design a successful bridge program if they utilize creativity in:

- Working with current funding
- Seeking out new public and private sources of funding favorable to such programs
- Designing courses that meet unique individual needs
- Developing partnerships with a wide range of agencies in education and workforce development

Note: A major catalyst for expanding bridge programs in Illinois has been the [Shifting Gears](#) initiative, a multi-state project launched by the Joyce Foundation in 2007. Click here for an [evaluation of this initiative](#) so far.

The following reports are suggested as additional resources:

- Instituto Progresso’s report, “How to Build a Bridge Program”
http://www.iccb.org/pdf/shifting%20gears/Instituto2010_HowToBuildBridgePrograms.pdf
- Women Employed and CJC’s - Bridge Program Development Guide
<http://www.womenemployed.org/docs/BridgeGuideFinal/pdf>

Upcoming Events

Office Closed

Working Group Meeting
9:30 - 11:30am

October 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						

November 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				

December 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	

- Working with Out-of-School Youth
9:00am-4:00pm
- Job Developer Orientation
9:00am-4:00pm
- Frontline Happy Hour
(hosted by the Frontline Workforce Association)
October 28, 6:00pm-8:00pm
Dunlay's on the Square

- Job Seeker Retention
9:00am-4:00pm
- Frontline Workforce Association Meeting--Marketing 101
3:00-5:00pm
- Pitch Clinic
9:00am-12:00pm

- Leadership Development for Frontline Supervisors
9:00am-4:00pm
- Introduction to the Workforce Investment Act (WIA-101)
9:00am-12:00pm

Course Descriptions

Working with Out-of-School Youth (\$75 members/\$115 non-members)

This full day workshop allows job developers to learn how to help millennial youth address their internal and external barriers, understand best practices in assessing and motivating youth and be more effective in "selling" youth clients to potential employers.

Job Developer Orientation (\$75 members/\$115 non-members)

In this full-day workshop, new workforce development staff 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.

Job Seeker Retention (\$150 members/\$230 non-members)

This two day training explores ways to keep job seekers engaged in training programs, motivated to think about long-term career goals, and supported through the transition to work. Specifically, participants will learn strategies for enhancing both program and post-placement retention.

Frontline Workforce Association Marketing 101: Developing Materials for Employers (free)

This meeting will help frontline professionals improve their print and digital marketing materials. A representative from Mission Measurement will talk about how to improve print materials on little to no budget. Participants will also have an opportunity to workshop existing materials.

Pitch Clinic (\$50 member/\$75 non-member)

This half day workshop helps job developers practice their "pitch" to employers. Participants receive feedback from real employers about what worked well in their approach and what can be improved.

Leadership Development for Frontline Supervisors (\$190 member/\$275 non-member)

During this course, frontline supervisors will explore ways they can work more effectively with their staff and outside constituents, flex their leadership style based on different situations, and more efficiently manage multiple job responsibilities.

Introduction 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@cj.net for more information.

All our trainings are held at the
Chicago Jobs Council
office located at:
29 E. Madison St., Suite 1700
Chicago, IL 60602

Please visit:
www.cjc.net/frontline
for more information and to register!



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