



Frontline Focus Flyer

QUARTERLY NEWSLETTER FOR WORKFORCE PROFESSIONALS

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CJC staff give a thumbs up to all of our wonderful members!

Behind the Frontline . . .

Despite the cold weather, Frontline Focus has been busy this winter! We have selected ten organizations for our Success Driver's Cohort, launching this February. Congratulations to OAI, MicroTrain, Chicago Lighthouse, Growing Home, Heartland Human Care Services, Prairie State Community College, Chicago Botanic Garden, Holsten Human Capital Development, Center for Changing Lives and CFL Workers Assistance Committee! As part of this learning group, these diverse organizations will be meeting regularly to discuss best practices, engage in professional development, and explore how the Success Drivers Framework, an evidence-based set of tools and strategies, can improve their organization's programming and internal operations. FFTI has also been partnering with UChicago Local to deliver customized job developer courses to workforce development agencies on the south side of Chicago. We conducted our Becoming an Industry Insider and Pitch Clinic courses this winter and had an excellent turnout!

Does your agency have new frontline staff? Be sure to send them to our Job Developer track courses which started with the new year! We have two classes coming up: [Beyond the Basics: Job Development in Practice](#) and the [Pitch Clinic](#), both of which will help prepare new job developers to make those important connections with employers and get their clients placed into sustainable employment. Register your staff for the complete Job Development track certification and receive a discount when you sign up for all five courses at once! In addition, [register here](#) for our next Frontline Workforce Association meeting on Wednesday, March 4th from 8:30-11:00am. This is a free opportunity to network with colleagues and brush up on your job development skills! Finally, as always, be sure to check out the Workforce Information and Resource Exchange ([wire.cjc.net](#)), which contains curated data and resources related to the workforce development field. The WIRE has recently become more mobile-friendly, so you can now easily access timely workforce data whenever and wherever!

Ambassador Kick-Off

Frontline Focus is launching a new marketing program this winter: the FFTI Ambassador Program! This first cohort of ambassadors will be reaching out to their networks to share information and positive experiences about FFTI, as well as gain a better understanding of needs and gaps in the workforce development field. They will also be engaging in professional development opportunities through quarterly check-in meetings. We hope this exciting new program will enhance collaboration in the workforce development field as well as inform potential new FFTI trainings and resources!

Bob's Farewell

As many of you know, CJC's long-time Executive Director, Bob Wordlaw, retired from CJC in December after 20 years of service. We want to thank him for all he has done to make CJC a stronger organization and for his vital contributions to the workforce development field. He will be greatly missed.



Former Executive Director Bob Wordlaw is honored by the Chicago Cook Workforce Investment Board for his many achievements.

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.

Thank You . . .

to our funders!

- Chicago Tribune Charities, a Fund of the McCormick Foundation
- Fry Foundation
- Harris Bank
- Polk Bros. Foundation
- TJX Foundation

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

Frontline Focus Catalog

Click on the catalog image below to find out about upcoming course offerings, track certification options, and early-bird pricing!

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

Please visit cjc.net/membership/

Or contact Cheryl Hester at: cheryl@cjc.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 website

Check out CJC on social media! Click these buttons to follow us!



#SupportCJC

On Giving Tuesday, CJC participated in the #ILGiveBig campaign; part of the Donor's Forum's efforts to raise money for Illinois non-profits. We were very successful, and raised nearly half of our year end goal on that day! Thank you to everyone who gave! As part of this campaign, we also unveiled a Frontline Focus promotional video, featuring two participants from our *Cultural Competency* training. Check out [the video](#) to learn about just one of many reasons to #SupportCJC. You can still donate to help us work toward ensuring the economic stability and advancement of low-income individuals and families throughout Chicago and across Illinois.

Your donation will:

- Support the professional development of frontline staff
- Help cover the cost of a Frontline Workforce Association meeting
- Contribute to the development of more convenient online trainings
- Support our work around implementation of the Workforce Innovation and Opportunity Act, Ventra advocacy, keeping the Job Training and Economic Development funded, and recommending improvements to the Urban Weatherization Initiative

[Click here](#) to make a tax-deductible donation today!



CJC staff participate in #GivingTuesday!

What's New with WIOA?

With the new Workforce Investment and Opportunity Act (WIOA) coming into effect in July 2015, CJC has been busy keeping the field up-to-date on this changing legislation. We have created a [WIOA page](#) on the WIRE which is consistently updated with new information on this policy. In addition, in all of our recent Working Group meetings, we have featured leaders in the field from the Illinois Department of Commerce and Economic Opportunity, the Illinois Department of Employment Security, the Illinois Community College Board, and the Chicago Cook Workforce Partnership to speak on the new legislation and implementation process, provide updates, and answer questions. To learn more, [register here](#) for the next Working Group meeting on Wednesday, February 11th from 8:30 - 11:00am at the Industrial Council of Nearwest Chicago (320 N. Damen Avenue).

Mayoral Race

The Chicago mayoral election is quickly approaching and CJC wants to make sure you're informed! Our Interim Executive Director, Carrie Thomas, was just featured on WBEZ's *Grading Rahm* series. With Mayor Rahm Emmanuel running for reelection, Carrie participated in this panel discussion with other experts in the field, evaluating his work over the past four years related to jobs and the economy. You can listen to the segment [here](#) as well as the rest of the series which also grades him on education and public safety. You can also stay informed with the upcoming debates between candidates: Rahm Emanuel, Bob Fioretti, Jesus "Chuy" Garcia, Willie Wilson, and William "Dock" Walls.

- League of Women Voters Debate on ABC 7/Univision - February 5
- Debate on WBBM-TV Channel 2 and WVON Radio, hosted by the Chicago Urban League - February 10

Most importantly - be sure to vote on February 24th!

Upcoming Events

February 2015

| 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 |

Working Group Meeting
8:30-11:00am

Beyond the Basics: Job Development in Practice
9:00am-4:00pm

Office Closed

Documentation of Case Notes
9:00am-1:00pm

March 2015

| S | M | Tu | W | Th | F | S |
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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Frontline Workforce Association
8:30am-11:00am

Pitch Clinic
9:00am-12:00pm

Making Metrics Matter
9:00am-4:00pm

Becoming an Industry Insider
9:00am-12:00pm

April 2015

| S | M | Tu | W | Th | F | S |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

Working Group Meeting
8:30-11:00am

Reducing Turnover: Becoming a Retention Agent
9:00am-4:00pm

Employ Lit: Helping Clients with Low Literacy
9:00am-1:00pm

Meeting Management
9:00am-1:00pm

Course Descriptions

Working Group Meeting

(Free)

This meeting is free and open to all who are interested in discussing local, state, and federal workforce policies. It meets the second Wednesday of every other month and this particular session focuses on WIOA implementation and updates.

Beyond the Basics: Job Development in Practice

(\$75 members/\$115 non-members)

This course takes our job developer orientation a step further. Spend this full day training learning about how to best tackle the nuts and bolts of job development.

Documentation of Case Notes

(\$50 members/\$75 non-members)

This training is perfect for case managers who need to brush up on the rules for taking clear, concise, and relevant case notes. Become an expert on the legal and ethical importance of these documentation practices.

Frontline Workforce Association Meeting (FWA)

(Free)

FWA meets the second Wednesday of every other month and is designed for frontline workforce professionals to keep in touch with their colleagues and brush up on basic skills and information outside of formal trainings.

Pitch Clinic

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

At this half-day training, you'll have the opportunity to refine a persuasive elevator pitch and boost your confidence by practicing with actual employers.

Making Metrics Matter

(\$75 member/\$115 non-member)

Learn how to use data and metrics as a necessary and useful resource for improving services at your organization.

Becoming an Industry Insider

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

Become familiar with the many online tools and websites that have crucial labor market information to help you better serve both job seekers and employers.

Reducing Turnover: Becoming a Retention Agent

(\$75 member/\$115 non-member)

Are you out of ways to keep your participants engaged? In this full day training, identify barriers and brainstorm potential solutions to enhance retention of your clients, both in your program and on-the-job.

Employ Lit: Helping Clients with Low Literacy

(\$75 member/\$115 non-member)

This in-depth two day training will explore how you can best serve your clients with low literacy skills. Learn how to adapt your job readiness services and materials to serve clients of various literacy levels.

Meeting Management

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

Are you a leader who needs to brush up on their meeting preparation skills? This training is perfect for you! Be able to effectively prepare for meetings, identify objectives, set an agenda, and become more confident in conflict mediation.



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Training Team

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