



Organizational Training Options

Chicago Jobs Council (CJC) offers customized trainings to organizations across the country to support their professional development. We can train your entire staff using one of our existing curricula, combine topics to create a more tailored experience, or develop something entirely new to fit your organization's needs. We are also available to present at workshops or conferences hosted by your agency. Please review the details below for more information on the customized training process.

Training Topics

Customized training topics come in all shapes and sizes. We offer three options when it comes to determining the topic for your training:

- Use one of our existing curricula
- Combine multiple topics to create a more tailored experience
- Develop an entirely new training to fit your organization's needs

The majority of the training topics we offer fall into the below categories:

CATEGORY	PRIMARY AUDIENCE
Client Services	Frontline staff directly working with job seekers/ participants 1:1 or in a group setting
Employer Engagement	Frontline staff working with employers and/or connecting job seekers to employment
Leadership	Workforce supervisors and emerging leaders
Program Development	Workforce staff overseeing programmatic changes
Special Populations	Frontline staff working with special populations with specific needs
Workforce Development System	Anyone looking to gain a fundamental understanding of the workforce development system and associated systems

Training Formats & Audience Sizes

A customized training typically falls into one of the three format options below. It is possible to shorten or elongate the length of the customized training depending on the topic and needs of your agency.

FORMAT OPTIONS	FORMAT DESCRIPTION	AUDIENCE SIZE
Webinar	<ul style="list-style-type: none">• Informational presentation with minimal interaction• Time for audience questions• 60-90 minutes per training	Up to 100 participants
Virtual Training	<ul style="list-style-type: none">• Mimics CJC's in-person trainings in a digital format• Interactive training• Two 2-hour sessions per training	12-25 participants
In-Person Training	<ul style="list-style-type: none">• Interactive, experiential learning• Half-day or full-day trainings based on training topic	12-25 participants

Timeline to Request a Training

Requesting One of CJC's Existing Trainings – We ask that all inquiries for a customized training be submitted at least 4 weeks in advance of the desired training date. Shorter timelines may be able to be accommodated on a case-by-case basis.

Requesting a Brand New Training Topic – Due to the additional research and curriculum development, we ask that requests for new training topics be submitted at least 10 weeks prior to the desired training date. Shorter timelines may be able to be accommodated on a case-by-case basis.

Pricing Criteria

CJC's customized training pricing is dependent on the following criteria:

- The level of customization needed for the desired training
- Group Size
- Facilitation
- Material Costs (in-person only)
- Travel Costs (in-person only)