

Selected Examples from KanTRAIN Workforce Center Agreements

Direct Services

Provide a dedicated staff member to:

- Provide comprehensive counseling and coaching to KanTRAIN TAACCCT participants to help improve participant retention and completion.
- Connect KanTRAIN TAACCCT participants with employer partners to assist them in recruiting and hiring individuals who complete training.
- Provide seamless coordination of college and AJC assessment, support, counseling & other services for KanTRAIN TAACCCT participants through Career Coaches or Workforce Navigators.

Register all KanTRAIN participants in KANSASWORKS

Connect customers to KanTRAIN programs by direct referral to staff.

Present job readiness and other employment-related workshops such as resume and cover letter writing and interviewing skills on campus to Washburn students on a quarterly basis.

Provide WIOA services as appropriate to participants, including – but not limited to – assessment, tuition assistance, supportive services, counseling, case management and verification of employment.

Outreach and Recruitment

Provide outreach for KanTRAIN programs and assist in recruitment.

Assist in recruitment of clients (including veterans and TAA-eligible) to KanTRAIN programs via job fairs, TAA informational sessions, & posting of KanTRAIN program information in Workforce Center

Provide targeted outreach to veterans & TAA-eligible participants to KanTRAIN programs.

Provide outreach, including distributing program handouts and video displays

Job Search Assistance

Provide systematic job-postings – including specific skills –from www.kansasworks.com

Provide current job postings relevant to KanTRAIN programs, including specific skills required & contact information

Send job postings for KanTRAIN programs and related occupations to staff

Train staff on the use of www.kansasworks.com for job seeker and employer use

Collaborate with staff on the creation of paid apprenticeship opportunities leading to high-paying jobs after short-term certificate completion

Employer Engagement

Assist with identifying new employers to engage with KanTRAIN programs & assists to cultivate a working relationship as defined by WATC & employer partners

Engage employers by hosting quarterly employer forums or quarterly job fairs

Compile a list of skills needed for KanTRAIN programs and related occupations via discussions with employers, job postings and other employer partnerships

Outcome Tracking

Create KanTRAIN participant group tracking of employment-related metrics as identified by WATC staff
Provide customized tracking and reporting outcomes data for all KanTRAIN TAACCCT participants

Work with all parties to establish protocols for collecting and reporting performance measures and delivery of services; maintain regular communication with staff to ensure outcomes are achieved

Coordinate communication in the collection and sharing of data such as employment plans, scholarship assistance and employment outcomes of KanTRAIN students who are co-enrolled with WIOA, Veterans Services and/or TAA

Coordination

Coordinate veteran activities with the KanTRAIN Military Transitions Director

Communicate with staff regarding employment, scholarship assistance, employment outcomes of KanTRAIN students who are co-enrolled with WIOA, Veterans Services and/or TAA.

Ensure that KanTRAIN programs are considered for inclusion on appropriate eligible training provider lists within the local area.

Attend KanTRAIN Site Coordinator meetings twice annually

Attend semi-annual Business and Industry Leadership Team meetings

Provide monthly progress reports

Meet, as needed, to discuss participants and other information relevant to KanTRAIN programs