Fire Suppression Career Exploration Event

In January, the Business and Career Network was the stage for a two day Career Exploration event presented by the US Forest Service and CALFIRE. Representatives from both organizations gave an overview of the potential career opportunities in the area of firefighting. Attendees were given the golden opportunity of asking the representatives various questions from what the fire line can be like to the physical and mental requirements it takes to be a firefighter working on a team. Those in attendance learned how to apply for firefighting positions, and what information to include on resumes and applications utilizing the computer lab at Business and Career Network. It was the perfect setting for both organizations to promote their services and meet those who were interested in pursuing a career in firefighting, as well as allowing Alliance For Workforce Development, Inc. (AFWD) to offer job seeker services and assist applicants achieve their career goals.

2013 Labor Law Workshop Update

The 2013 Labor Law Update Workshop was held at the Business and Career Network on January 23, 2013. The workshop was facilitated by Attorney Mark Vegh from the law offices of Wells, Small, Fleharty & Weil, who shared his employment law expertise with local business and community members. Alliance For Workforce Development, Inc. (AFWD) holds the annual Labor Law Update Workshop to keep the local business community informed of recent changes in California Labor Law that may affect how they conduct their business.

Through the presentation some topics covered were Independent contractors, personnel records, wage garnishments, leaves of absence, and workplace safety to name a few.

The workshop was very well received, with 23 local business representatives attending to learn more about the new laws and the impact on their employees and businesses. All businesses had the opportunity to order the 2013 Labor Law poster and required notices. Through workshops such as the Labor Law Update, AFWD continues to offer employer services that assist business owners with their success.

For more information on business and human resource services please visit our website www.afwd.org
Future Business Leaders of America Gain Life Skills

Career Center Advisors Leslie Scott and Kim Keith were busy in January 2013 assisting Lassen High School’s Future Business Leaders of America (FBLA) members perfect their interviewing skills. Leslie Scott provided a 3 day Interviewing Workshop that taught students how to succeed in an interview. The workshop focused on proper attire, asking job specific questions, making eye contact, shaking hands and the simple art of saying “thank you”. Once the students completed the workshop and perfected their interviewing skills, they participated in a mock interview. Career Center Advisor, Kim Keith, was instrumental in organizing the interviews and creating an interview panel. During the interviews, students were judged on how well they answered the questions, their overall presentation, etc. FBLA instructor, Dawn Egan, said the “kids learned a lot and enjoyed the workshop.”

4 Counties Staff Development

On February 6, 2013 Career Center Advisors from Lassen, Plumas, Sierra, and Modoc counties convened at the Lassen Business and Career Network for a Staff Development Meeting. Brian Boyer of NoRTEC facilitated a training session on Intensive and Training Services, and On-the-Job Training Programs. Key topics of discussion included when to move a client from Core Services to Intensive Services and types of activities that should occur at that level.

Mr. Boyer commented that many jobseekers that need this level of service have excellent job retention skills, but they've held a job for so long that they need comprehensive assistance with securing new employment. Information on Training Services, including assessing clients and justification for training, was reviewed.

Mr. Boyer stated that an On-the-Job Training is a perfect match for the employer having difficulty finding someone fully trained for a job with the otherwise qualified jobseeker who lacks the required job-specific skills. The meeting was concluded with open discussion and questions for Mr. Boyer.
Putting Their Heads Together

Youth Career Advisors from Lassen, Modoc, Plumas and Butte counties met on January 30, 2013 to collaborate on the Youth program workshops. The vision to make the workshops current and more informational was the focus. Four of the five workshops got a “face lift”: Job Search Skills, Interviewing Skills, Job Readiness and Life Skills.

Working together they were able to come up with revised workshops that all were pleased with.

AFWD All Staff Training
Submitted by Jenna Warren and Amee Albrecht

The Alliance for Workforce Development, Inc. (AFWD) All Staff training was held at the beautiful Gaia Hotel in Anderson, CA. On February 12, 2013 all staff members from Butte, Lassen, Modoc, Plumas, & Sierra counties came together to discuss updated companywide changes. This informational event began with a humorous icebreaker Bingo game and employee introductions; it was nice to see all of the faces behind AFWD, Inc.

Suzan Leonhardt presented changes to the updated employee handbook, company vehicle policies, and discussed in depth our companywide policies. Great information was provided and many questions answered. Next, to mix it up a bit, we took part in a quiz based on little known facts about the 5 AFWD counties. During the afternoon session of the meeting AFWD’s Executive Director Traci Holt gave a presentation on pivotal company information. Traci discussed in depth the Training Directive, WIA funding and allocations, as well as the Workforce Investment Board. Following Traci’s presentation Patrick Bradley gave an informative presentation on our new SharePoint system and AFWD’s blog and
demonstrated how to add events and sync SharePoint calendars into Outlook. The All Staff Meeting concluded with an Award Appreciation ceremony by Alisa Marble and Amee Albrecht who gave a big thank you to individual staff members who have made great contributions to the AFWD team. Awards are as follows:

**Super Star Award:**

- Butte County Staff

**Employee Awards:**

- Anthony Tardiville- Over & Above Award
- Megan Weiss- Rising Star Award
- Heather Alexander- Leadership Award
- Patrick Bradley- Imagine Award
- Marta Henry- Commitment to Excellence Award
- Jen Murdock- Great Customer Service Award
- Monica Perez- Commitment to Excellence Award
- Jackie Froeming- Whatever It Takes Award
Amanda O‘Kennedy had worked for the same employer for the past eight years and was looking to make a change. Seeking assistance from a Career Center Advisor at Alliance for Workforce Development, she was looking for encouragement in making such a big decision. Encouragement and support is what she received! Amanda and her Advisor created a professional resume, practiced interviewing and made sure an employment opportunity wasn‘t missed. Amanda even did online classes to increase her computer skills. All this hard work paid off when a Medical Support Assistant position at the VA Diamond View Outpatient Clinic in Susanville opened up. Persistence and patience paid off and Amanda started employment there in January.

**Change is Good**

**Changing Careers**

Alliance for Workforce Development recently had the pleasure of partnering a training program with American Truck School (ATS) for our client, Larry Webb. Larry was a long-time Power Plant Operator with Covanta in Westwood, CA.

In 2011 the company closed and Larry has been unable to find employment in his field since the layoff. Larry and his Career Center Advisor created an employment plan to assist him in changing careers. After researching several career occupations, Larry decided he would like to become a Commercial Truck Driver. Armed with a vision it was decided that American Truck School would be a good fit for Larry. A training plan was created and Larry soon found himself in a 4 week Tractor Trailer Operator Program with ATS. He just completed his coursework and exams with flying colors and is now the proud owner of a California Commercial Class A Driver’s License. ATS is in the process of assisting Larry with placement services and he already has several employment prospects.

**Home is Where the Heart Is**

Angela Medina has had her fair share of personal challenges and was looking for assistance in finding employment that would support her and her children. Completely starting over with little but her clothes, Angela needed encouragement. Working with her Career Center Advisor, Angela created a resume to highlight her diverse employment background which included property management.

When Mt. Lassen Properties requested recruitment assistance for an Office Manager, Angela was notified of this opportunity and her resume was submitted for consideration. Angela interviewed with Ms. Lozano from Mt. Lassen Properties and was offered the position, she started her new job the next day. Now with full time employment, Angela was able to secure housing and is looking forward to what the future may hold for family.

Larry, congratulations on your new career!
ALL FIRED UP!
Part of the Alliance for Workforce Development Inc.’s Youth program is to encourage career exploration and to learn more about themselves through workshops and informational seminars. Enrolled Westwood High School seniors participated in the Fire Suppression Career Exploration Event on January 8, 2013 held at the Business and Career Network. They were able to meet US Forest Service and CALFIRE professionals and prior AFWD youth clients and ask questions regarding preparation and what to expect in that line of work. The Youth were excited about the possibilities.

SCORE!
And that's just what they did. Angel McGregor and Jarred Allen are two successful Youth Program GED recipients. Both had different situations; but the same successful results. They both came to AFWD looking for help obtaining a GED. Angel had dropped out of high school and wanted her GED to obtain financial aid to attend Lassen College. Jarred, attending Ft. Sage Adult Education, wanted to speed up the process by obtaining a GED. They completed all the GED diagnostics tests on our McGraw Hill GED software. Obtaining better than passing results, both were assisted with the GED exam fee and both passed the exam.

Angel is currently attending Lassen College, majoring in Early Child Development and Jarred is currently looking for employment while participating in the Youth Program’s pre-employment training workshops.

Rapid Response Assistance Provided
On Wednesday, January 30, 2013, the staff members of the Alliance for Workforce Development, Inc. (AFWD) attended the Department of Corrections and Rehabilitation’s Person-to-Person Options Meeting at the California Correctional Center (CCC) and High Desert State Prison (HDSP). Representatives included facility’s Personnel, Union Representatives, and representatives from the Sacramento office. The focus of the meeting was for employees to discuss the various options of reassignment, demotion, and re-employment within the institutions. The medical facilities of both institutions are in the midst of reassigning several staff members and in some cases layoffs. Staff members of AFWD provided assistance and information regarding job seeker services, unemployment insurance and emotional support in taking the challenging first step of entering the job market to those employees facing a layoff.
Upcoming Events

Business Assistance for Lassen County Small Businesses

Customized business assistance to transform and grow your business!

This program will offer services to eligible businesses at all stages of business development and operations.

- One-on-One Business Counseling
- Financial and Legal Counseling
- Business Plan Development
- Management & Marketing Assistance
- Loan Preparation and Packaging
- And Much More!

Eligibility Requirements Apply

For more information contact Terri Hiser-Haynes at 257-5057 OR email thaynes@ncen.org

Program made possible by Lassen County Microenterprise Technical Assistance Program

Alliance for Workforce Development, Inc. is an Equal Opportunity Employer/Program

For information on events and workshops
Contact us at
Lassen Business and Career Network
530-257-5057,
TTY, CA Relay 7-1-1
or visit our website www.afwd.org