

## work2future Services Overview

Customer Name (PRINT): \_\_\_\_\_ Name of Career Adviser (PRINT): \_\_\_\_\_

### Welcome Orientation

- Familiarize yourself with work2future program and review the services we have to offer you!
- Complete work2future application in order to take advantage of all our services

### Career Advising

- Understand and Identify customer needs
  - Develop an IEP that aligns customer needs to services
- Understand and provide resources to address barriers (if any)
  - Discuss any barriers and strategies, interventions, and approaches to address these barriers
- Develop Action Plan towards clear goals and objectives:
  - S.M.A.R.T Goals (Specific, Measurable, Achievable, Realistic, Timeline)

### WorkKeys Assessments: WorkKeys is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. This series of tests measures foundational and soft skills and offers specialized assessments to target employer needs.

- WorkKeys
  - Three WorkKeys assessment tests are (Each test takes upto 55 minutes):
    - Reading, Math and Locating Information
  - Clients are referred to Workkeys by their Career Adviser or immediately after orientation
  - Workkeys must be taken in the Assessment Lab by appointment only
- KeyTrain
  - A web based tutorial program where customers can study and take practice tests for WorkKeys: [www.keytrain.com](http://www.keytrain.com)
  - Please contact your Career Adviser to create a KeyTrain login account
- **For more information on WorkKeys Assessment contact: Sunita Shivdasani at: [sunita.shivdasani@work2futurefoundation.org](mailto:sunita.shivdasani@work2futurefoundation.org)**

## ❑ Workshops

- Job Readiness Workshops
- Computer Skills Workshops
- Priority Industry Sector Workshops

## ❑ Occupational Skills Training

- Closing the skills gap: Empower job seekers to participate in training programs and re-enter workforce
- Develop skills competencies in Priority Industry Sector occupations

## ❑ E-Learning

- **Advanced Vocational Institute Online:** is an online resource of courses.
- **Ed2Go Online:** is intensive, college-level, instructor-facilitated learning. To get started you may obtain an Ed2Go course catalog.
- **Metrix:** is a flexible, easy-to-use, online workforce training tool that offers over 5,000 short online courses and skills assessments to help clients increase their marketability to prospective employers. You may choose either a SkillSoft License (Business, IT, Soft Skills) or a Medcom License (Health related courses)
- **For more information on E-learning courses contact Miriam Shreiber at:** [miriam.schreiber@work2futurefoundation.org](mailto:miriam.schreiber@work2futurefoundation.org)

## ❑ Supportive Services

- Available to eligible customers participating in intensive or training services
- All supportive services are contingent upon available funding and approval

## ❑ Job Development Services

- Job Search Workshop
- Job fairs and Specialized Recruitments

## ❑ Customer Responsibilities

- Actively participate in our program
  - Failure to actively participate for more than 60 days will result in automatic “soft” exit and will require new enrollment
- Communicate regularly with program staff to show active participation
- Willingness to provide employment details of new jobs