

Steps™ to talent innovation

One Workforce System Business Solutions Team

Meeting	<i>Listen to Business</i>	Board + Business Services Staff
Plan	<i>Workforce Plan</i>	Board + Business Services Staff
Contracts	<i>Agreements & Detail</i>	Business Services Staff
Reporting	<i>Monthly & Quarterly</i>	Business Services Staff
MJL Data Input	<i>Monthly & Quarterly</i>	Business Services Staff

1. Meeting - Workforce Needs Input, Discussion, & Forecast

The Annual / Introduction Meeting is the first steps that will help a firm meets its current & future training and workforce demand through regional cooperation.

- a. Explore what the occupational needs for the client and its industries in the categories of 1. recruitment 2. retention and 3. succession.
- b. Assess the skills, credentials, and gaps in the talent landscape
- c. Delve beyond public data to uncover business realities in the region
- d. Study county commuting patterns and COVID induced migration patterns
- e. Opportunities for offenders, youth, remote work, & careers in transition.

2. Plan - Workforce Services

The Workforce Service Plan is up to three years. This document plan how the firm can its current & future training and workforce demand.

- a. Board Staff creates Strategy (Ideas/Actions) for a plan of One Workforce Services for the Client based on the Available Services, Need & Eligibility.
- b. Board Staff Meets with Service Provider to Discuss Strategy I/A, Revise, and formulate a Business Services Plan.
- c. Talent Landscape Assessment
- d. Service provider and Board staff work with client to create a 1-2-3 client plan

3-5. Fine Print & Metrics

The Workforce Service Plan will have accompanying contracts to provide free services such as OTJ, Customized Training, & Talent Landscape Survey. Staff will help firm with MJL requirements and with

- a. Workforce Contracts, Agreements, Details
- b. Client MJL Reporting – State Database Business Service Provider
- c. Client Monthly or Quarterly Metrics to build performance (3)

WIOA BUSINESS SOLUTIONS

I. EMPLOYER INFORMATION & SUPPORT SERVICES

- A.** Customized workforce information on state, regional, and local labor market conditions industries occupations the characteristics of the workforce skills businesses need local employment dynamics such as workforce availability worker supply and demand business turnover rates job creation identification of high growth and high demand occupations
- B.** Linkage and referrals to community resources that support their workforce needs
- C.** Info on employment related issues, employment and labor law
- D.** Info on tax credits, workforce incentives such as Federal Bonding

II. WORKER RECRUITMENT ASSISTANCE

- A.** Supporting the employer's search for qualified applicants
- B.** Identifying job requirements and providing employers with staff support for screening and preemployment interviews of program participants that would be appropriate candidates
- C.** Providing space at the one-stop for employers to conduct screening and interviews
- D.** Taking job order information and promoting employer opportunities
- E.** Conducting special recruitment efforts including out-of-state recruitment for candidates with special skills
- F.** Organizing, conducting and participating in job fairs
- G.** Explaining tools, the employer can use to do job task analysis
- H.** Providing or referring to resources the employer can use to analyze and address employee turnover/retention and or absenteeism

III. STRATEGIC PLANNING OR ECONOMIC DEVELOPMENT

- A.** Participating in community-based strategic planning
- B.** Sponsoring employer or industry forums
- C.** Securing and sharing information on industry trends
- D.** Providing workforce information for economic development planning
- E.** Partnering in collaborative efforts to identify workforce challenges and develop strategies to address them

IV. ACCESSING UNTAPPED LABOR POOLS

- A. Outreach to youth, veterans, individuals with disabilities, older workers, ex-offenders, and other target demographic groups
- B. Connecting the employer to WOTC applications
- C. Connecting to or providing industry awareness campaigns
- D. Connecting to or establishing joint partnerships with high-schools, community colleges, or other programs to improve employee skill levels
- E. Connecting to or establishing joint partners to address English proficiency and vocational training
- F. Providing or referring to information on programs improving acceptance of diversity in the workplace

V. TRAINING SERVICES

- A. On-the-Job Training
- B. Customized Training
- C. Incumbent Worker Training
- D. Work Experience
- E. Transitional Jobs
- F. Apprenticeship

MORE INFORMATION:

- A. Central Western Workforce Development Board – Erica McCarthy, (207) 441-3501, erica@cwmwdb.org
- B. Eastern Maine Development Corporation - Susan Cerini, workforce@emdc.org
- C. Maine Department of Labor - <https://www.maine.gov/unemployment/employers/>