

# Monthly Critical Update – March 2015

---

## Capital Region – Capital Workforce Partners – American Job Center (formerly CT Works)

In the past month I attended several events and had meetings on behalf of CT manufacturers including the Middlesex Chambers' Manufacturing Council, the New Haven Manufacturers' Association, and a meeting with CCAT, to name a few.

This month's Critical Update focuses on Workforce development. Below are some of programs I found that may be of interest to you. The highlighted text points out the differences between the programs.

### Program Highlight:

#### Workforce Board Employment Programs

##### **Recruitment**

- F.I.T. Program
  - Description
    - The program provides manufacturers with pre-qualified job candidates. It's an easy 5 step process to hire the talent that is the right "fit" for your needs. Just fill out the quick [on-line form](#) to get started. Pre-qualified candidates will be identified, assessed and appropriate ones will be sent your way equipped with a resume, cover letter, assessment scores and interview video.
  - Benefit
    - Recruitment services that are free of charge to find employees that have...
      - **F**unctional Abilities
      - **I**nterest and Aptitude
      - **T**ransferable Skills
    - Can choose to remain anonymous
  - Qualifications
    - Open to any manufacturer in the state of CT

Note: this region also has a recruitment and retention coordinator who works with all the American Job Centers and the Community Colleges in the region to recruit, train and place manufacturing employees.

##### **Workforce Development**

- Step-up Program (Small Manufacturers' Program)
  - Description:
    - Subsidized Training and employment program
  - Benefit:
    - Provides reimbursement for new hires over the course of 6 months (not to exceed \$12,500)

- Qualifications:
  - Manufacturer must
    - Have no more than 100 full time employees
    - Been in business for more than a year and be in good standing with payment of state and local taxes
    - Have training take place at business site
    - New hire must be unemployed at least one day prior to hire date.
    - Any occupation

## Funding Highlight:

### Voucher Program through CCAT

- Description:
  - The voucher provides financial assistance to Connecticut manufacturers
- Benefit:
  - Provide funding to assist companies in executing projects that are technologically innovative and will help them spring ahead in terms of profitability, productivity, and efficiency. Note: these are a wide range of projects from marketing and business development to operations and R&D.
- Qualifications:
  - First-come, first-served basis - interested manufacturers should complete and submit the online Application Form in order to be placed in the queue for funding consideration
  - Current status letters of Good Standing from both the CT Department of Revenue Services (DRS) and CT Department of Labor (DOL) must also accompany your submission.
  - Matching voucher - The total proposed project value must be at least \$10,000 (\$5K from MVP Program and \$5K as Company match).
  - A third-party vendor or service provider must be used to execute the proposed project.
  - Applicants must match grant awards dollar for dollar.
  - Companies that receive an award under this program will be required to complete an impact report 6 months following the project's completion date.

## Vendor Highlight:

- Job Instruction Training (JIT)
  - History:
    - Job Instruction Training first came about in the US during World War II. As the men were headed off to war, those left behind needed to fill the jobs critical to the success of the country. In some cases this meant turning a home maker into a welder. The country didn't have the luxury of waiting several years for the workforce to realize their full potential. This is where JIT came in.
  - Description:

- JIT teaches those with skills to successfully share those skills with others. It's not enough to show or tell someone how to do something, you need to teach them why they're doing it in order for them to succeed. A great welder isn't always by nature a great trainer, which is why JIT is critical.
- Benefit:
  - Job instruction training is the best way to get a person to understand how to do a job quickly, efficiently, and safely.

## So what's next?

This all looks very interesting, but what does it all mean? With a majority of manufacturers looking for solid employees and not always knowing where to turn, it means a way of getting a workforce that's productive in a shorter time frame, without the usual financial burden. Here's how it would work...

Step 1 – Create a job description for the position you'd like to fill – [onetonline.org](http://onetonline.org) is a good resource to use. If you need a human resources consultant, please contact CTmrg, and we will provide you with a vetted resource.

Step 2 - Contact the American Job Center (formerly CT Works) in your region and ask for a Business Services Representative. Ask about their recruitment services that range from job postings to resume searches. Discuss the position, determine the best program for you and begin the application process. When recruiting for new employees don't forget to start with referrals from your own workforce.

Step 3 – Contact CTmrg for a vendor to discuss a Training With-in Industry program

Step 4 – Create a proposal for the in-house training program

Step 5 – Fill out an application for the Voucher program

Step 6 – Follow-up, follow-up, follow-up

## Your Financial Benefit:

Your initial investment of time could pay off with huge savings. You could save up to \$12,500 in salary reimbursement and at least \$5,000 of voucher money by completing all 6 steps listed above. Receive the full benefit of free workforce support and save money doing it.

Note: If you need assistance with the process, give us a call and we can discuss the concierge program CTmrg offers.