

DISLOCATED WORKER PROGRAM

Workers who lose a job through no fault of their own may need some help returning to work. Minnesota's Dislocated Worker program offers free services to help individuals find suitable reemployment—and help take the stress and uncertainty out of the process. Services are tailored to address an individual's specific needs. You may be eligible for this program if you are out of work through no fault of your own, eligible for Unemployment Insurance, and unlikely to return to your previous occupation or industry.

WHAT'S IN IT FOR YOU?

Career Planning and Counseling:

- Advice and assistance with career decision-making, developing job goals, and personal planning to find a suitable job.
- Assessment tools to learn more about skills, abilities, and interests to assist in discovering or confirming a career path in today's job market.

Job Search and Placement Services:

Workshops are available that teach job-seeking skills, including:

- Preparing resumes and correspondence, interviewing skills, and successful networking.



LAI D OFF? WE CAN HELP!



- Job lead development and how to uncover positions not advertised.
- Job clubs and similar meetings with other job seekers to develop and practice networking skills, hear presentations from employers and other resources, find leads to job openings, and discuss job search issues.

Counselor-approved Training:

- Short-term training to brush up skills or long-term training to acquire skills in a new field.
- Workplace effectiveness skills or acquire a GED.

Support Services:

- Limited funds are available for expenses such as family care and transportation, if needed by an individual to achieve employment or training goals.

HOW DO YOU GET SERVICES?

If you are part of a layoff affecting 50 or more employees, the Rapid Response Team will help the workers at your employer arrange for a single provider who will be especially attuned to the needs of your layoff. In such situations, we can often arrange for the provider to begin services at your worksite before layoffs even happen.

The Rapid Response Team has worked successfully with hundreds of Minnesota employers to help large groups of laid-off workers make the transition.



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PROJECT PROCESS

The process can begin as soon as the employer is ready to discuss its layoff plan in some detail. **Employer cooperation is critical.** The program is most effective when both employees and Rapid Response Team have as much time as possible before the first layoff date. The program can begin providing services up to six months prior to an individual's last day of work. These steps can be carried out within a shorter time period. Our goal is to have services in place within two to four weeks after first meeting with the employer.

1 Initial on-site meeting with Rapid Response Team

A Rapid Response Team member meets with company management and union leaders, if present, to obtain a clear picture of the likely job loss and share information about the Dislocated Worker program and layoff aversion options. All parties plan next steps.

2 Information meetings with workers likely to lose their jobs

Information meetings should happen at the work site, in a group setting. The Rapid Response Team offers a Dislocated Worker program overview and recruits volunteers for an Employee-Management Committee (EMC), a representative group of employees, company management, and (if present) union leaders. Employees complete a brief needs survey. Unemployment Insurance information is also available.

3 EMC meets

With Rapid Response Team guidance, the EMC gets specific about the employee needs for the Dislocated Worker program, identifies a service provider to best meet those needs, and works with that provider immediately to plan the first steps of service delivery. Most EMCs meet at least twice.

4 Delivering services and refining a proposal

In most cases, services to former employees can begin within 24 hours of the EMC requesting a provider. At the same time, the provider also connects with the EMC to refine a formal grant proposal to the State of Minnesota, which must approve the grant application and verify that funds are available to serve this layoff. (Services can be provided while a proposal is pending.)

5 How are we doing?

Two or three months after services have begun, a new Rapid Response Team member will connect with the EMC and ask them to rate services from the provider and the job done by the Rapid Response Team.



PROJECT TIMELINE

GETTING DISLOCATED WORKER SERVICES

Week 1

Gain employer cooperation to arrange for activities and services

Week 2

Information meetings, usually conducted at work site

Week 3

One to two EMC meetings; services begin once provider is selected

Weeks 4 - 5

Project grant submitted and approved within two weeks

Weeks 8 - 12

Follow-up with EMC for feedback on services delivery

NOTE: This timeline illustrates an ideal case. This is our goal. Not every layoff works this way. The process can move slowly or quickly, depending on the amount of employer cooperation; the schedule of layoffs; and the availability of state and federal resources. We will do our best for our customers, with whatever situation we face together with you.

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