

# Program Announcement

## Wisdom Works Job Search Skills Training Program March 2011 Train the Trainer Sessions Scheduled

The Wisdom Works Job Search Skills Training Program helps adults learn the new and essential skills required for seeking employment in today's marketplace. The Program features four 2-hour sessions during which employment goals and job search techniques are developed for unemployed job seekers aged 50+. The training sessions are led by volunteer workshop leaders -- individuals with HR backgrounds.

In 2010, fifteen COAs adopted the Program. COAs ready to adopt the Program in 2011 may **register** by sending an email **by January 17<sup>th</sup>** to Mary Kay Browne, Senior Project Director, Executive Office of Elder Affairs, at [mary.k.browne@state.ma.us](mailto:mary.k.browne@state.ma.us). Please include your name, address, phone number and email address and similar contact information for a program manager, if applicable.

On March 4<sup>th</sup> and 5<sup>th</sup>, 2011, train the trainer sessions will be held for the volunteer workshop leaders (from 9 AM to 2 PM at 2 locations to be announced later). During the intervening weeks between the registration deadline of January 17<sup>th</sup> and the March training dates, you will need to recruit workshop leaders (2 or 4) who can attend one of the March sessions. In addition, you may also schedule and begin to advertise your site's first training session.

As soon as you register, you will receive an operations manual for this simple-to-operate program. The manual includes a program profile, management tips, an activity timeline, sample press releases for recruitment of participants, a sample letter to recruit volunteer HR professionals to be workshop trainers and other tools. .

Typically, laid off older workers are staying out of the workforce longer than younger adults – using these job search strategies may help unemployed older adults in your community find work sooner!