

Program Announcement

Wisdom Works Job Search Skills Training Program June 15, 2011 Train the Trainer Sessions Scheduled

The Wisdom Works Job Search Skills Training Program (Program) helps adults learn the new and essential skills required for seeking employment in today's marketplace. 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!

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 human resources backgrounds. So far, 18 communities have sent teams for training!

COAs ready to adopt the Program may **register** by sending an email **by May 18th** to Mary Kay Browne, Senior Project Director, Executive Office of Elder Affairs, at mary.k.browne@state.ma.us. Please include your name, address, phone number and email address; please provide similar contact information if a/the program manager is not the COA director.

On June 15, 2011, a train the trainer session will be held for volunteer workshop leaders from 9:30 AM to 2:30 PM at a location equidistant to as many registrants as practicable.

Between now and June 8th, you will need to recruit 2 to 4 workshop leaders -- individuals with human resources backgrounds -- who can attend the June session. In addition, you may also schedule and begin to advertise your site's first workshop training series.

Attached to this announcement please find the activity timeline for how to launch this simple-to-operate program, along with an operations manual. The manual includes a program profile, management tips, sample press releases for recruitment of participants and a sample letter to recruit volunteer HR professionals to be workshop leaders.

Thank you for considering this valuable service in/for your community!

Sincerely,

Mary Kay Browne

Mary Kay Browne, JD
*Senior Project Director, EOHHS PMO
Commonwealth Medicine/UMMS
Executive Office of Elder Affairs
1 Ashburton Place, 5th floor
Boston, MA 02108
Office: 617-222-7435
Fax: 617-727-9368
Mary.K.Browne@state.ma.us*