



REGIONAL EMPLOYMENT BOARD
OF HAMPDEN COUNTY, INC.

Your Connection to Workforce Development

Goal of the REB's Workplace Readiness Initiative

To empower youth, 14-24 years of age, with basic employability skills as outlined in the Workplace Readiness Certificate Program.

Purpose of the Workplace Readiness Certificate Program

To develop a youth's basic work readiness skills in four competency areas as measured by the Massachusetts Work-Based Learning Plan:

- Communication and Literacy
- Completing entire Activities
- Acting Professionally
- Interacting With Others

The curriculum also includes activities to help youth develop essential job search skills such as completing a job application, developing a resume and interviewing.

Eligibility for the Workplace Readiness Certificate Program

Youth participating in the program should:

- Be between the ages of 14 and 24
- Be currently served by one of the Hampden county youth development partners
- Be pre-screened to identify and address potential barriers to participation and employment such as transportation or family care needs
- Have a desire to improve their marketability to an employer and have an interest in obtaining employment, or participating in work experience or an internship

Timeframe for Program Delivery

- The estimated time to provide the full curriculum is 8 or more hours. The Workplace Readiness Certificate Program should ideally be completed within two weeks.
- Sessions can be augmented, but none should be omitted. Youth that do not initially successfully complete the program may repeat sessions until they complete the curriculum and can demonstrate competencies.

Training the Trainers

- The Regional Employment Board of Hampden County, Inc. will coordinate the training of trainers for all new users of the program-**training is mandatory prior to use of the model.**
- Newly trained users of the Workplace Readiness Certificate Program will be provided a copy of the "Policies and Procedures Manual for the Hampden County Workplace Readiness Program" which describes program standards and expectations.
- Sessions are typically held at the Regional Employment Board located at 1441 Main Street in Springfield, MA.

For further information on the next training session or for more info on this program contact Kathryn Kirby at REBHC 413/755-1359 or kkirby@rebhc.org