

Job Corps Employer Outreach Presentation Template Instructions

This PowerPoint template has been created for Job Corps staff members to customize for short presentations to potential employers. The information focuses on employer benefits obtained through hiring Job Corps students and graduates for work-based learning projects and/or full-time positions.

This PowerPoint document is simply a template for you to work with when creating your own personalized presentation. The instructions below will help you customize the presentation to fit your needs, your position, and your location. Please note that this presentation was created using the latest version of PowerPoint. If using PowerPoint version 97-2003, some portions of the presentation will be altered and the animation will not work. If you need an older version of this presentation, please email jobcorpsmaterials@mpf.com.

This presentation and the talking points were designed to be shared in conjunction with the **Employer Outreach Materials** on the Materials Marketplace. Please order these *free* materials 2 weeks before your meeting or presentation. It takes 5 to 10 business days from when you place your order for it to arrive. As you review the talking points, you should note when you are prompted to distribute certain materials.

If you have any questions about the presentation, how it should be used, or how to customize it, please contact jobcorpsmaterials@mpf.com or (615) 259-4000.

Now go out there and build those employer relationships!

Below, you will find “**Talking Points**” for each slide of this presentation. These talking points have been created based on focus groups conducted by McNeely Pigott & Fox on behalf of Job Corps with small- and large-scale employers from a variety of industries. Remember: Be conversational. Reading this word-for-word will make you sound like a robot. Be friendly, allow your audience to interrupt with questions, and rephrase things in your own words.

In addition to personalizing information about the training area(s) that is of interest to the employer, also consider customizing slides with photographs from your center and/or centers in your state.

It’s OK to not have all the answers about what tools or software students are using. If an employer asks you a question that you do not know the answer to, do not make up an answer or pretend that you know. Simply admit you do not have that answer at the moment, but that you will find it and get back to the employer in a timely manner with the answer.

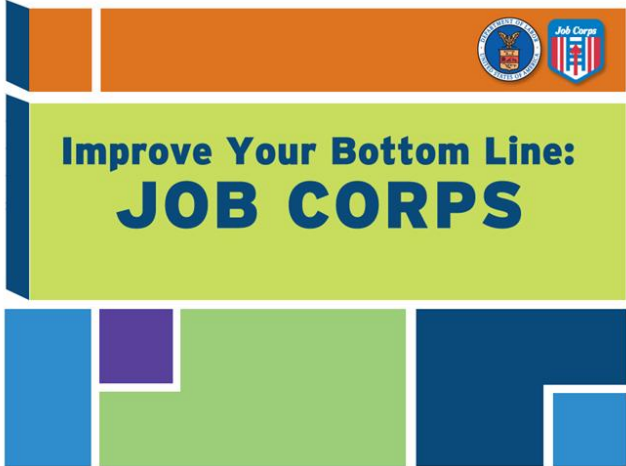

Cut out the “**Job Corps Lingo**” and the acronyms. Employers have no idea what an “OA Counselor” is, what CTS stands for, or what Career Success Standards means. Be sure to clearly describe the positions or skills to which you are referring. “Admissions counselor” or

“employability skills” are much easier descriptions for someone to understand who does not work with Job Corps.

Practice makes perfect. Be sure to review this presentation, customize it to your liking, and then practice your presentation delivering it out loud. If possible, present it to someone else, either at the office or at home. There are slides that contain animation, and you should be aware of those before they surprise you in front of the employer. Your presentation should be fairly brief – approximately 15 minutes or less.

Technology can be your friend, but it can also ruin the best-laid plans. Be sure you know what equipment you will have access to when presenting, and be sure to save your presentation in a variety of places—saving it to a flash drive or CD and e-mailing it to yourself are a few good recommendations. Be sure the computer you will be presenting on has PowerPoint on it. This presentation was created using the latest version of PowerPoint. If using PowerPoint version 97-2003, some portions of the presentation will be altered and the animation will not work.

Job Corps Employer Outreach Presentation Talking Points

	<p><u>SLIDE 1</u> [Introduce Yourself: Full Name, Center or Office Name, Position]</p> <p>Thank you for taking a few minutes out of your busy schedule to let me tell you a little about Job Corps and how our program can help improve your business's bottom line.</p> <p>Let's get started.</p>
	<p><u>SLIDE 2</u> Are you tired of finding job candidates who don't fit the bill?</p> <p>Well, I'm here today to tell you how Job Corps can help you find a solution to that problem by helping you identify your next great employee. At no cost, you can have access to a constant pipeline of well-trained, knowledgeable young people ready to join the workforce. This pipeline will help your bottom line by saving you time, energy, and money.</p> <p>You can even give our students a test run before hiring them full time. I can work with you to arrange internships that provide real-work experience for our students and allow you to see them in action.</p>

WHAT IS JOB CORPS?

SLIDE 3

Before I go any further, let me give you a quick overview of the Job Corps program.

SLIDE 4

[Customize the map by moving the purple star over your city or general area.]

Find Graduates Locally



Job Corps is a voluntary education and career training program for young people ages 16 through 24. Job Corps graduates have been trained and educated and are ready to work—and they are right in your backyard.

In **[EMPLOYER'S STATE]**, there are **[NUMBER OF CENTERS]** Job Corps centers, which are part of the national Job Corps program that spans across 48 states, in addition to the District of Columbia and Puerto Rico.

Some graduates pursue employment near their centers or in their hometowns, while others relocate to your city to join *your* workforce.

Let me tell you how this applies to you.

Job Corps

Job Corps in: New York

Centers in this area:

- Oneonta (Oneonta)
- Delaware Valley (Callicoon)
- Iroquois (Medina)
- Glenmont (Glenmont)
- Cassadaga (Cassadaga)
- South Bronx (Bronx)
- Brooklyn (Brooklyn)

Total Number of Current Students: **2,116**

SLIDE 5

[You should customize this slide for the center, state, or region within which you work. You can obtain the number of students at centers in your state by adding the OBS numbers for all of the centers.]

Here are the centers in [EMPLOYER'S STATE].

At any given time, there are approximately [NUMBER OF STUDENTS AT CENTERS IN THAT STATE] students gaining the skills to become productive members of our state's labor force. You can be sure that these students are being trained based on the industry standards for our state.

What does this mean for YOU ?



SLIDE 6

So, what can Job Corps provide you?

Graduates ready to work for YOU

- Industry-standard training
- Hands-on experience
- Employability skills



SLIDE 7

Our graduates have already been trained to our state's industry standards, they have experience working on a real job site, and they have received employability skills training.

Job Corps can provide you with the employee you have been looking for and we can deliver them right to your door.

Your next employee will be:

Trained
Ready To Work
Experienced

SLIDE 8

If you hire a Job Corps graduate, your next employee will be trained, ready to work and experienced.

1. **Trained:** Job Corps graduates complete, on average, 8 to 12 months of career training based on industry standards.
2. **Ready to work:** Job Corps graduates have received employability skills training.
3. **Experienced:** Job Corps graduates have gained hands-on experience by participating in internships.

Let me discuss how these three characteristics can improve your bottom line.

Industry-Standard Training

Advanced Manufacturing
Automotive and Machine Repair
Construction
Finance and Business
Health Care
Homeland Security
Hospitality
Information Technology
Renewable Resources and Energy
Retail Sales and Services
Transportation



SLIDE 9

[Customize this slide by highlighting the career area that matches with the potential employer with whom you are meeting. Hand out the industry-specific insert(s) that match the employer's needs at this time.]

Job Corps provides several training opportunities under the 11 different broad career areas you see here.

Training in many of these areas is offered right here in [EMPLOYER'S STATE], including [EMPLOYER'S INDUSTRY].

Industry-Standard Training

Job Corps has aligned all of its national career training programs with more than **350 industry-recognized credentials** or union apprenticeship programs.



SLIDE 10

Job Corps has aligned all of its national career training programs with more than 350 industry-recognized credentials or union apprenticeship programs.

That means students are gaining the skills for YOUR industry RIGHT NOW.

Some are even attending local colleges and universities for additional education and training opportunities.

Your next employee will be:



SLIDE 11

[Do not call these career success standards; refer to them as *employability skills*.]

In addition to receiving career training, Job Corps graduates have received employability skills training where they have learned how to dress, the importance of being on time, and how to work well with others.

Job Corps graduates have proved they are committed and dedicated. Most have spent about a year away from their hometowns and families to gain the skills they need in order to complete the program. Graduates are used to getting up early and following a structured schedule.

SLIDE 12

[These photos can be customized or left as they are.]

Hands-on Experience



In addition, Job Corps graduates have gained hands-on experience through career training, community service projects, facility improvement projects and internships with employers just like you.

These internships are an opportunity for you, as an employer, to learn about an individual and determine whether he or she would be a good fit in your organization before hiring him or her full time.

Ways To Work With Job Corps

1. Hire graduates

2. Hire an intern

SLIDE 13

So, if this sounds good to you, there are two ways to take advantage of Job Corps as a hiring resource.

First, you can hire Job Corps graduates to work with your business. As I mentioned, they are skilled and ready to work for you.

You can also bring them on as an intern before they graduate so you can test them out while providing them with hands-on experience.

[Provide an example here of a work-based learning opportunity in which students have participated. Also share the WBL insert with them.]

SAVE TIME AND MONEY



**Industry-Standard
Training**

Employability Skills

Hands-On Experience



HIRE A JOB CORPS GRADUATE

SLIDE 14

Job Corps provides you with quality job candidates and even lets you screen them during an internship—at no cost to you! You will have access to a pipeline of potential employees who are ready to work.

Basically – working with Job Corps will improve your bottom line ...

1. By providing you with skilled new hires
2. By providing you with new hires who have received employability skills training and understand how to work well in a professional environment.
3. By providing you with new hires who have real-work experience

Job Corps graduates are trained, experienced, and ready to work for you.

Contact Me

For More Information:

[INSERT FULL NAME]
[INSERT ORGANIZATION NAME]

[INSERT E-MAIL ADDRESS]
[INSERT PHONE NUMBER]

www.jobcorps.gov

SLIDE 15

[Don't forget to add your contact information to this slide]

Do you have any questions? I'd love to help you fill your next open position.

I'm also happy to try to set you up with an intern in the near future so you can begin to learn more about our program.

Here's my contact information.

Thank you again for your time.