

Additional Adult & Dislocated Worker Training Services

Training services must be made available to eligible individuals enrolled in the adult and dislocated worker (DLW) programs. There is no sequence of service requirements before training services can be provided. An individual can be directly enrolled in a training activity however, career planners must justify in case notes why the individual did not receive any other service prior.

Incumbent worker training and skill upgrading and retraining

Incumbent worker training is designed to meet the special requirements of an employer to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to retain employment. Incumbent worker training is conducted with a commitment by the employer to retain or avert the layoffs of the incumbent worker(s) trained.

Skills upgrading and retraining is available to prepare participants for a new occupation through instruction in new and different skills demanded by technological changes. These are courses promoting skills upgrading to train incumbent workers in specific skills needed by that business or industry and that lead to potential career growth and increased wages.

Greater Nebraska does not currently have an incumbent worker training policy. Both of these training services are unavailable at this time.

Workplace training with related instruction

Cooperative education is a service strategy combining classroom-based education with practical work experience that is directly related to the participant's educational program. Cooperative education experiences can be paid or unpaid and must result in graded academic credit for the student.

Required Action

Opening the NEworks Activity

If workplace training with related instruction activity may be of benefit to the participant, open the corresponding NEworks activity on the date the participant begins their training. Follow the Opening an NEworks Activity procedures in Section 4 Documentation. Open the corresponding IEP objective and case note the services provided.

NEworks Code & Service, Course or Contract Name	
323	Workplace Training & Cooperative Education

Closing the NEworks Activity

Close the activity and IEP objective on the last day of training. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Entrepreneurial training

Entrepreneurship is a high-risk endeavor and not everyone is suited for self-employment. The workforce investment system can provide a valuable service by helping customers understand the challenges of entrepreneurship, what is likely to be required of them, and help them determine whether their financial skills, tolerance for risk, and other skills, attributes, and experience make them good candidates for starting a business. The Small Business Administration (SBA) offers an on-line assessment designed to help individuals better understand their readiness for starting a small business. The tool links users to additional SBA resources to help improve their readiness for starting a small business. It is available online at <http://www.sba.gov/assessmenttool/index.html>

Partnerships

Most communities offer a range of resources to assist entrepreneurs. Rather than duplicate existing services, the workforce investment system can maximize its investment by developing partnerships with the entrepreneurship community and leveraging workforce system resources and expertise in support of entrepreneurship needs. Key partners could include Small Business Administration funded programs, such as SCORE, Small Business Development Centers, Women's Business Centers, and Veterans Business Outreach Program; Vocational Rehabilitation Agencies, U.S. Export Assistance Centers; local community colleges and four year universities; regional economic leadership teams; community-based or faith-based service providers; local chambers of commerce; other local economic development entities including rural economic development organizations; and financing organizations such as banks, venture capitalists, and angel investors. Staff may also consider working with veterans' programs such as the Disabled Veterans' Outreach Program and Local Veterans' Employment Representatives Program, as well as Disability Program Navigators staff. The workforce system should develop an understanding of the assets and expertise of these partner organizations, and develop strategies to leverage these assets as part of any entrepreneurship-related services provided to workforce system customers.

Appropriate and Effective Training

Training is an important component of workforce system strategies to support entrepreneurship and self-employment. Many training programs exist for entrepreneurs, and the workforce system will need to explore a variety of training and service providers to identify those best able to meet the needs of their One-Stop customers. Steps must be taken to ensure that workforce system customers are referred to quality training programs. The workforce system is encouraged to work with service providers offering, at minimum, basic courses for those just starting businesses that focus on developing a business plan. Topics covered in these basic courses also may include market research, marketing, pricing, financing, cash flow, accounting, hiring, permits and licenses, and legal issues. Other courses should target participants who already have developed business plans and may have started their businesses, but need assistance in growing the business. These more advanced courses may cover topics such as

growth strategies, business planning, and customer relations. In addition to training courses, some providers also may offer seminars on specific business types (e.g., child-care businesses), e-commerce, or accounting software packages.

Self-employment training programs and providers of these programs can and should be included on the statewide eligible training provider lists. WIOA regulations require that "training services, whether under ITA's or under contract, must be provided in a manner that maximizes informed customer choice in selecting an eligible provider."

Ongoing Support and Technical Assistance

Individuals are more likely to succeed in entrepreneurial efforts when they have access to additional support services, such as, business counseling, marketing support, mentoring, peer support or networking, referrals to funding opportunities, business incubators, credit repair services, and/or business libraries. These services may be provided directly through One-Stop Career Centers, or through entrepreneurship partners.

Entrepreneurial skills training is training that provides the basics of starting and operating a small business. This training will develop the skills associated with entrepreneurship, such as: taking initiative, creatively seeking out and identifying business opportunities, developing budgets and forecasting resource needs, understanding various options for acquiring capital and the trade-offs associated with each option, and how to communicate effectively and market one's self and one's ideas. If a participant demonstrates an interest and aptitude for entrepreneurship through this assessment, the participant should be encouraged to enroll in an Entrepreneurship training program or seek a Work Experience that will provide additional entrepreneurial skills.

The Nebraska Department of Education provides state-wide entrepreneurship education. Referrals should be sent to:

Sydney Kobza

Entrepreneurship Specialist
301 Centennial Mall South, PO Box 94987
Lincoln, NE 68509-4987
sydney.kobza@nebraska.gov
402-471-4818

Information about the program is posted online: <https://www.education.ne.gov/entreped/>

Required Action

Opening the NEworks Activity

If entrepreneurial training is requested, open the corresponding NEworks activity and IEP objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the service provided.

NEworks Code & Service, Course or Contract Name	
302	Entrepreneurial Training

Closing the NEworks Activity

Close the activity and IEP objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Job readiness training provided in combination with another training service

Job readiness training prepares participants to get, keep, and excel at a new job. Job readiness training teaches basic employability skills including effective communication, problem solving, resume building, and interviewing. This training will typically be provided through a series of workshops or counseling, which may include lectures, discussions and role-playing exercises.

Job readiness training must be provided in combination with another adult and DLW training service.

Required Action

Opening the NEworks Activity

If this activity is requested, open the corresponding NEworks activities and IEP objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the service provided.

NEworks Code & Service, Course or Contract Name	
340	Job Readiness

Closing the NEworks Activity

Close the activity and IEP objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Adult education and literacy activities, including activities of English language acquisition

Participants without a high school diploma, as well as participants with a high school diploma or GED, but who remain basic skills deficient and need additional tutoring in reading and/or math skills to become more employable, should be referred to local Adult Education (AE) for remediation. Participants seeking services for a recognized post-secondary credential should be enrolled in an appropriate training program.

A referral to one of the following **Adult Education Partners** will assist in facilitating the required service:

<p>Grand Island Central Community College 308-398-7433 jessicaigo@cccneb.edu</p>	<p>Hastings Central Community College 308-463-7323 annecannon@cccneb.edu</p>
<p>Kearney Central Community College 308-338-4009 lvolpe@cccneb.edu</p>	<p>Norfolk Northeast Community College 402-844-7254 nancyjs@northeast.edu</p>
<p>Fremont Metropolitan Community College 531-622-4060 awhitfield@mccneb.edu</p>	<p>Columbus Central Community College 402-562-1432 marywiegand@cccneb.edu</p>
<p>Beatrice Southeast Community College 402-437-2719 Isaffer@southeast.edu</p>	<p>Nebraska City Southeast Community College 402-437-2719 Isaffer@southeast.edu</p>
<p>York Southeast Community College 402-437-2719 Isaffer@southeast.edu</p>	<p>South Sioux City Northeast Community College 402-844-7254 nancyjs@northeast.edu</p>
<p>Sidney Western Nebraska Community College 308-635-6769 adulthoodeducation@wncc.edu</p>	<p>Scottsbluff Western Nebraska Community College 308-635-6769 adulthoodeducation@wncc.edu</p>
<p>North Platte Mid-Plains Community College 308-535-3637 rankin@mpcc.edu</p>	<p>Lexington Central Community College 308-324-8483 mhersh@cccneb.edu</p>
<p>Alliance Western Nebraska Community College 308-635-6769 adulthoodeducation@wncc.edu</p>	<p>McCook Mid-Plains Community College 308-345-8133 vrbase@mpcc.edu</p>

Required Action

Opening the NEworks Activity

If adult education services are needed, open the corresponding NEworks activity and IEP objective on the first date services are provided. Follow the Opening an NEworks Activity procedures in Section 4 Documentation of this manual. Case note the service provided.

NEworks Codes & Service, Course or Contract Name		
324	Adult Education w/ Occ Skills Training- Approved Provider	
222	English Language Acquisition	

Closing the NEworks Activity

Close the activity and IEP objective on the last day the services are provided. Follow the Closing an NEworks Activity procedures in Section 4 Documentation of this manual.

Customized training

Customized training is training designed to meet the needs of a specific employer, or group of employers. It may be provided for the introduction of new technologies, new production or service procedures, or upgrading existing skills. The employer must commit to employ, or continue to employ, the worker(s) upon successful completion of a customized training.

Greater Nebraska does not currently have a customized training policy. This training service is unavailable at this time.