

Employment Ventures

"Guiding Your Career Path Toward Success"



Career counseling, training and development for job seekers to make a smooth path toward career change, promotion and success.

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Employment Ventures, 2000

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SUMMARY



Employment Ventures (EV) is a GLBTQI friendly non-profit organization providing career counseling and development with focus on equal opportunity career assistance and training to individuals desiring to obtain employment, change or advance in their careers.

Employment Ventures seeks to obtain service provision contracts from Community Business Organizations and state funded programs operating as Social and Human Service providers to give clients the tools they need in employment and life skills training, so they will reach their employment goals at faster and or smoother transitional rates.

Employment Ventures specializes in serving individuals with barriers to employment through unique case management methods, knowledge and access to various community resources, and successful referral processes that are monitored and managed personally by the company.

The key success factor for this organization is that it recognizes that not everyone can afford high priced Head Hunters, and Career Assisting Services. Many job seekers are underemployed, dislocated, laid off with limited income, or on a form of public assistance. These barriers make it difficult to execute a comprehensive employment search. Realizing that any task associated with finding or changing employment can turn into a full time job in itself, Employment Ventures provides a smooth transition and path toward assisting individuals in meeting their employment goals.

VISION



To be instrumental in assisting low-income, unemployed and underemployed individuals reach their employment goals and gain self-sufficiency.

HISTORY



Employment Ventures is a self owned and operated Non-profit career planning and development organization, founded in the year 2000 by the Chief Executive Officer Kim Coleman of Milwaukee, Wisconsin. After working in welfare reform for nine years, and witnessing many career opportunities pass by well deserving applicants due to their lack of work experience, training and education, the vision emerged... ***Low-income, unemployed and underemployed individuals should have the same quality affordable career assistance services as middle to high class income individuals, and have the same chance at successfully developing their desired careers, moving themselves and their families toward self-sufficiency.***

What began as a web-based career counseling website has now expanded toward building community contracts for on-site employment skills training and development to companies that want to provide quality career seeking assistance and training to low-income individuals that do not have the financial resources to compete in the labor market. The scope of training targets both traditional and non-traditional employment careers, with workshops held in the evening hours and on weekends.

Now located in St. Louis Park, Minnesota, Employment Ventures can continue to reach out to the twin cities to plant the seeds of career success in the gardens of those needing professional counseling and training services.

Employment Ventures remains dedicated to providing high quality service and professional assistance to individuals who desire to begin, change or advance in their careers. The slogan, ***"Guiding your career path toward success"***, deems just that; planting the target of success in the minds of the client; keeping the client motivated in their quest toward meeting their career goals.

Chief Executive Officer Bio

Kimberly Coleman

OBJECTIVE

Promoting individuals toward quality employment opportunities and self-sufficiency

BACKGROUND

- Workforce development, employment skills training, career program design and development and service provision to the unemployed and underemployed
- Welfare Reform Program Management, Compliance, Advocacy, Hearing and Appeals, Case Management and program coordination
- Community organizing, outreach and education, leadership training and business development,
- Organizational Development and Project Management
- Customer service and telephone skills training
- Coordination of community resources and support services

Specialized Fields of Service

- Employment Skills Training and Counseling
- Employment Assessment
- Curriculum Development for Employment Seekers
- Employment Retention
- Stress Management
- Employee Relations and Communication
- Employment Program Compliance and Development
- Employment Mediation and Adjudication
- Conflict Resolution
- Risk Management
- Life Skills for Working Mothers
- Advocacy
- Professional Customer Service Skills

AFFILIATION

Connected to many Community Business Organizations and non -profits, Employment Agencies, Department of Workforce Development, Legal Aid Services, State Job Service, and Social and Human Service programs of Ramsey and Hennepin Counties.

ACCREDITATION

- Global Career Development Facilitator-National Organization for Career Development - 2006
- Microsoft programs, web design and development
- Jobs Employment Matching Systems, Client Assistance for Re-employment and Economic Support, TEAMS, CoHo, Workforce One, MAXIS, WINS
- Cultural Bridges and Community Organization
- Human Relations
- Creative Management and Counselor Relations

RECOGNITION

- ~~Candidate~~ - Marquis Who's Who in America - 2007
- Community Service and Leadership Award – Children and Family Services - 2005
- International Society Who's Who in Public Service - 2002
- State Voice for program design, development, implementation and compliance (Wisconsin Works-W2) – 1999-2002
- National Recognition for performance in Wisconsin Welfare Reform by Manpower Demonstration Research Corporation (MDRC) - 2001 (www.mdrc.org)

GENERAL SERVICES OVERVIEW

- Resume and Portfolio Writing
- Winning Business Letters
- Career Assessment /Referral
- Employment Skills Training: (Traditional and Non-Traditional)
- Headhunter Referral
- Salary and Benefit Negotiation
- Job Readiness
- Addressing Barriers
- Job Retention
- Transition and Changing Careers
- Life Skills for Working Mothers
- Career Website Referral
- On-line Communication Tips: http://groups.aol.com/uniquecareers?mmch_=0
- Website – “Ask Kim”: Write in your questions for publication in the newsletter;
www.employmentventures.org

FEATURE PRESENTATIONS

Conflict Resolution

Health Check

Job Fairs

Resumes

Stress Management

Career links

Customized training and workshops can be provided to cater to your service needs.

JOB READINESS CURRICULUM



- **Job Fairs:** Focuses on ethics, behavior, and how to prepare for and conduct the proper job fair screening interview with follow-up.
- **Applications:** How to appropriately complete an application, legal and illegal questions, and how to present and discuss criminal record.
- **Sexual Harassment:** Laws and policies regarding harassment in the workforce.
- **Self-Esteem:** Identifying personal characteristics and how to handle low self esteem.
- **Career Assessment:** Identifies personality type and matches to career pathways that will most likely suit the individual and promote longevity in their career.
- **Career Search:** Basic job search strategies, how to find job leads and approach employers to inquire about positions.
- **Technology Job Search:** How to set up and use an E-mail account to send resumes, receive and reply to e-mail. How to complete online application processes, register to job search websites and navigate websites to find job leads.
- **Communication:** Identifies communication methods, tools, barriers to communication, and how to effectively communicate and handle alternate personality types.
- **Assertiveness:** How to identify behavior types and effectively combat anger and difficult personality types.
- **Decision Making:** How to structure and plan decisions and follow-up
- **Stress/Time Management:** Techniques to identify stress, methods to manage stress and health prevention techniques to enhance balance in body and mind. How to effectively plan and arrange time to accomplish goals. How to balance family and career.
- **Goal Setting:** How to identify realistic goals and set plans to achieve them.
- **Conflict Management:** How to address negative conflict, utilize mediation and follow protocol on the job for handling disputes. Addressing barriers to employment.
- **Wellness/Nutrition Basics:** Identifying health problems, early prevention and tips on seeking medical attention. Balanced meal planning
- **Dress for Success:** appropriate attire for on-the-job and interviewing. Resources on where to get affordable clothing.
- **Resumes/Business Letters:** Catered to the individual's needs and interests.
- **Interviewing:** Interviewing techniques and role playing. How to sell yourself and discuss criminal record. How to answer and ask interviewing questions.
- **Employers Expectations:** What employers expect on the job during the probationary period and beyond.
- **Work Ethics:** Ethical behavior in the workforce.

PROJECT OVERVIEW



Ex-Offender Employment Skills Training

PURPOSE

To provide intensive skills training that will enhance job readiness by developing individualized strategy plans of action for job seeking and educating individuals on the expectations of the labor market and how to effectively manage their career seeking journeys.

ELIGIBLE PARTICIPANTS

- Inmates three months ahead of their release to halfway houses and other release service programs.

ASSESSMENT MATERIALS

- Adult Basic Learning Examination (ABEL), WRAT3 or Test of Adult Basic Education (TABE) – measures reading and math aptitudes.
- Occupational Research Packet – designed to research particular career interest in detail to determine if client is serious about entering their career field of choice.
- Career Occupational Preference System - Career Ability Placement Survey (COPS-CAPS)

PARTICIPATING CONSULTANTS

3-W Training and Consulting:

- **Executive Director:** Program administration, monitoring and development, reporting and tracking.
 - Kim Coleman
 - Workforce Development, facilitates employment skills training, and career development service provision. Organizational Development and Project Management.
- **Director of Employment and Assessment:** Direct guidance and case management for individuals with barriers to employment.
 - Carol Rangel
 - Case Management specializing in service to individuals with mental health disorders and chemical dependencies.
- **Director of Resources and Specialty Services:** Build community relationships and develop placement opportunities for program graduates. Networking and contract procurement.
 - Jackie Cooper
 - Human Resources and diversity training. Job development and placement assistance. Retention services.

CLASS CURRICULUM



Ex-Offender Employment Skills Training

Week One

Intake and Assessment

- Complete intake application and required paperwork for assessment
- Complete reading and math assessment
- Complete Holland's Assessment and review outcomes

Week Two

The Facts, Self Esteem and goal Setting

- Introduction to labor market statistics on ex-offenders in the workforce and what to expect
- Workshop and group exercises to identify esteem problems and how to improve self image
- Goal setting and planning exercises
- Setting up an Employment Action Plan

Week Three

Job Search Strategies – Technical Job Search (online lab) and Record Research

- Online research of criminal record and what information should be discussed with potential employers
- Discussion on bonding and tax credit and how to present to employers
- How to find job leads via websites, set up and use e-mail accounts

Week Four

Communication, Stress and Conflict Management

- Workshop and group exercise on effective communication tools and how to manage and avoid stress and conflict
- Interactive brain storming to resolve problems that cause stress and conflicts.

Week Five

Budgeting and Time Management

- Workshop and exercises on establishing budgeting that will help make transition easier to manage and reduce stress by effectively managing time.

Week Six

Job Applications

- How to appropriately complete applications.
- Do's and don't's
- Complete a mock application and employment history record to become part of portfolio for job search

Week Seven and Eight

Resumes

- Definitions of resume types
- Completing Resume worksheet
- Work with instructor to complete typed resume and keep on disk for editing

Week Nine

Portfolio Composition

- Put together all accomplished work, certificates, resume, references, letters of recommendation

Week Ten

Interviewing and Dress for Success

- Review interviewing practices
- How to answer and ask interview questions
- How to sell yourself
- Dressing for interviews
- Resources to clothing banks

Week Eleven

Employers Expectations and Community Resources

- Guest speaker option
- Learn basic behavior and accomplishments employers expect throughout the job
- How to negotiate job concerns
- Importance of knowing employee handbook guidelines and employment reviews

Week Twelve

Graduation and Strategy Plan

- Celebration with cake, food and beverages
- Certificates of completion
- Family attends and open mike to speak of accomplishments

Consultant is available for ongoing assistance during job search.