



MEMORANDUM

TO: Trustee Bill Johnston, Chairperson
Economic and Community Development Committee

FROM: Jennifer Ganser, AICP, Assistant Director of Community Development

MEETING DATE: April 10, 2017

SUBJECT: DuPage County Workforce Development Division Presentation

Village staff invited one of our partners, the DuPage County Workforce Development Division, to the April 10th ECDC meeting. They will present on their organization and work programs.

The Workforce Division helps both job seekers and employers. Their goal is to maintain a skilled workforce for DuPage County.

COMMITTEE ACTION REQUESTED

No action is requested. This item is for information and discussion purposes.

Incumbent Worker Training • Fact Sheet

About Incumbent Worker Training

Our Incumbent Worker Training (IWT) program may be just what you need to help train your existing employees, in order to increase productivity and boost your company's competitiveness.

How Incumbent Worker Training Works

To be eligible for an IWT training grant, your company must need to train existing workers in order to:

- Avert potential layoffs, or
- Increase your workers' skill level.

If eligible, your company can be reimbursed for the cost of skills training up to \$25,000. Specific details include:

- Workers receiving training must have an established full-time employment history of at least six months at your company.
- If your company has recently relocated and any employee lost their job, IWT services cannot be provided for 120 days following the relocation.
- The training must be job-specific occupational skills training.
- An IWT grant cannot cover "soft skills" training or general worker orientation.

The Benefit to Your Business

Addresses skills gaps in your existing workforce.

Helps you avert layoffs while boosting productivity.

**To Learn More about the Incumbent Worker Training program,
please contact Lisa Schvach, Business Services Manager, at
(630) 955-2066 -or- lschvach@worknetdupage.org**



DuPage County Workforce Development Division
Daniel J. Cronin, DuPage County Board Chairman



On-the-Job Training • Fact Sheet

About On-the-Job Training

More and more, we hear employers report difficulty finding workers with the required skills, who can “hit the ground running.” The On-the-Job Training (OJT) program has been designed as a way of helping businesses manage the cost of training new employees who are not 100% qualified for a particular job.

How On-the-Job Training Works

- We will work with the employer to identify a job candidate who is eligible for participation in OJT:
 - the candidate may come through the workNet DuPage Career Center, or
 - the employer may refer an eligible candidate of their own.
- We will work with the employer to create a training plan that can be implemented on-the-job to mitigate the candidate’s skills gap:
 - the training must provide required job-related skills, and
 - it cannot be an orientation or new hires training that is routinely provided for all new employees.
- The on-the-job training can last up to **six months**, during which the employer will be **reimbursed for 50% of the trainee’s wages**.
- Wage requirements may apply.

The Benefit to Your Business

Addresses the Skills Gap: You can hire for soft skills, then train for hard skills.

Wage Reimbursement: OJT defrays the cost of providing training for your new hires.

**To Learn More about the On-the-Job Training program,
please contact Lisa Schvach, Business Services Manager, at
(630) 955-2066 -or- lschvach@worknetdupage.org**



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What Can workNet DuPage Do For You?

We offer a range of services that can help ALL job seekers on their path to employment:

Job Search Resource Room ★ Workshops on Resumes & Interviewing

Individualized Employment Planning ★ One-to-One Assistance

Funding to Get New Skills or a Professional Certification

No matter who you are, we can help you get back to work!

Learn More

Go to: www.worknetdupage.org



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DuPage County is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to
individuals with disabilities.

A proud partner of the [americanjobcenter](http://www.americanjobcenter.org) network



An Illinois workNet Center

workNet DuPage Career Center
2525 Cabot Drive, Lisle, IL
(630) 955-2030



near Pace routes 714, 829 and 888