

Kalamazoo Area Youth/Young Adult Employment Training Network



*A Partnership between local Manufacturing Consortium & Kalamazoo County Government
Youth/Young Adult justice-based Programs*

Objective

To assist justice system-involved program participants in acquiring hands-on job training and chances to observe and learn from professionals so they can be better prepared to enter the work force in an informed and positive manner.

Collaborating Programs

- YOTP (Youthful Offender Transitions Program) functions as an extension of the 9th District Court and is in its eleventh year of operation and serves young people ages 16-21 who voluntarily participate in services designed to enhance their wellness, employment, education, and housing outcomes. These youth can have had either juvenile or adult court involvement. They are supported in meeting their goals via the provision of flexible funding, weekly group meetings, mentoring, and case management services. YOTP also offers youth a 'working office space,' with access to internet, printers, telephone, etc. to assist them in their goal attainment.
- YADC (Young Adult Diversion Court) serves individuals between the ages of 17 and 20 who are on probation under a diversion statute; common charges include Possession of Marijuana, Minor in Possession of Alcohol, and Retail Fraud. As this population is frequently left without external support systems that facilitate the successful completion of probation and the acquisition of their diversion, YADC strives to work with participants to create a comprehensive structure to set participants up for success. Along with providing case management for connections to necessary community-based services, we work with our participants on creating resumes, navigating the job search process, attaining educational goals, and setting and achieving long- and short-term goals. A final component of the program takes the form of a social justice-focused Service-Learning project; participants choose a community issue and use civic engagement and focused social action to help make change toward growth in Kalamazoo.

Background; need for Training Network

As many program participants experience barriers to success due to systemically-fueled disparities, expanding the scope of employment-based opportunities for these individuals is a central focus for both programs. In order to assist participants in acquiring hands-on job training and chances to observe and learn from professionals, we are proposing a job training/shadowing partnership between our programs and a network of local, interested partnering entities. Many young adults who enter the work force with little or no experience undergo unnecessary and taxing challenges. Further, individuals who come from a low-income background have had fewer organic chances to learn from friends or family members about gaining employment, soft and hard job skills, interpersonal professional skills, etc. The creation of this Training Network would allow program participants without job experience a way to learn about the field of manufacturing and, through a detailed matching process, access to a mentor to whom the participant can go for questions. As the ERN* model becomes more widespread, we believe that participating in this project will also help companies establish their ERNs and increase the chances that both employers and trainees will make important gains from the relationship.

Project Overview

We are proposing the formation of a collaborative network in which YOTP/YADC participants are matched with local employers who are participating in the Employment Training Network for job training experiences. For all organizations/companies that would like to host a YOTP/YADC participant, two different tracks are available:

Track#	1	2
Name	Job Shadowing	Quasi-Internship
Description	Trainees will take part in a job shadowing experience with the employer. Through this short-term job shadowing experience, the participant will meet with the employee with whom (s)he has been paired to observe and learn by watching. When appropriate, employer is encouraged to include trainees in work.	Trainees and employers enter the relationship with the understanding that the trainee will be able to help with hands-on tasks of the job as (s)he learns from the employee. Track 2 will be a longer-term commitment from both the participant and the employer and will require the completion of the documentation form for each meeting.
Time Commitment Required	Between one and three sessions; 2-hour blocks.	Minimum of six sessions; 2-hour blocks.

After the ETN coordinator has received confirmation from the partnering entity of its interest, the employer will be added to the list used for matching participants; a short overview of the organization will be added to the list to aid participants in understanding the nature of the work done by the entity. After being matched to the employer, the participant must attend an interview with the employer before beginning Track 1 or Track 2 work. (Note: The interview is meant to be practice for the participant

rather than a screening for skills. However, if, after the interview is complete, the employer believes that the relationship will not work out, it reserves the right to request not to work with the participant.) Upon completion of the interview, the employer and the participant will set the date(s) and time(s) for which the participant will report, as dictated by the participant's specified Track.

Project Goals

- *ETN participants/trainees learn about which practical skills are required of someone who is working in the field of manufacturing.* Through close observation of their volunteer, participants can see firsthand what it takes to work in this field; where appropriate and feasible, we hope that the shadowers will be able to assist in completing simple tasks.
- *Job shadowing trainers/volunteers have an opportunity to give back to youth in our community and serve as a role model for how responsible and informed workplace involvement can look.* Most of the youth/young adults who are involved with the court system have a relative lack of positive role models in their lives, or have not been shown or taught job skills and etiquette. The volunteers have a chance to be this guiding influence and impact a young person's future.
- *Youth/young adults have the chance to learn about vital types of professional soft skills.* These include how to work as a positively contributing member of a team, how to deal with conflict in the workplace, learning about their Volunteer's path to the field of manufacturing, how to navigate the work environment, and any other advice or demonstrations that the Volunteer feels are relevant.
- *Job Shadowing Volunteers commit to allowing one program participant shadow them for a timeframe that works for them.* Standard job shadowing timeframes are outlined per track on page 2; scheduling will be done between trainee and trainer/employer.
- *ETN participants/trainees are responsible for being on time, patient, observant, and respectful of the workplace while they are there.* We will stress to our participants that this is a very valuable opportunity and that they are to adhere to all of the same expectations and guidelines that they do while at our program. Before sending any individual to shadow with the partnering entity, we will go over professional etiquette, program standards, and review any other specific expectations that you have for them.

Participant Terms & Conditions

Depending on the level of commitment from the partnering entity at which the participant hopes to shadow and the motivation of the trainee, participants will have the opportunity to enter into one of the aforementioned tracks. While utilizing the support of the YOTP/YADC liaisons, the participant is required to complete the following before being accepted as a trainee:

SCREENING: Attend a screening meeting with YOTP/YADC program staff to ensure that fit for the program is appropriate. During this meeting, the participant will also be required to sign the M.O.U. (which can be found among the supplemental documents) before beginning the training experience. The participant is responsible for bringing a copy of the signed M.O.U. to their interview with the employer.

PREPARATION: Prepare a list of questions for the employer and bring something to document observations to all appointments.

INTERVIEW: Attend a brief interview with the employer's point person to practice professional conduct and to review all employer expectations. The participant is responsible for complying with all rules and regulations as detailed by the employer.

BEHAVIOR: There is a one-strike policy while participants are visiting the space of the employer. If any issues with behavior arise, Jai or Lauren will be informed and participant will be sanctioned by YADC/YOTP. If the employer believes that the participant is no longer able to benefit from the relationship or that her/his behavior has repeatedly been unacceptable, the employer or the Employment Training Network coordinators have the right to terminate the trainee's participation at any point.

COMMITMENT: We understand that in order for the experience to be meaningful, several meetings are necessary. The participant is required to set up all meetings with the employer and communicate any questions or issues with the program staff and/or employer if, at any time, the participant needs assistance.

COMPLETION: After attending all predetermined meetings with the employer and documenting her/his time, the participant is required to report on her/his experience to YADC/YOTP. At this time, a certificate of completion will be awarded to the participant that can be kept in the participant's portfolio, along with resumes, examples of past work, etc.

Expectations for Employer/Partnering Entity

TIME FRAME: Depending on whether the employer has agreed to host Track 1 or Track 2 participants, time expectations will vary. For Track 1 individuals, the employer should expect between one and three blocks during which the participant will shadow an employee. For Track 2 individuals, it can expect to have a *minimum* of six 2-hour sessions with the participant. As participants are learning about acceptable professional conduct, we are expecting that they will work with you to establish dates and times during which they will be present. If the employer-trainee relationship is reciprocally positive and there is an interest in looking into the hiring process, either party may initiate a conversation about working together.

DOCUMENTATION: All participants will be required to show program liaisons documentation of the work that they have done with the partnering entity. A copy of the form is among the supplemental documents and one will be provided to both the trainee and the employer.

BEHAVIOR: All participants will understand that there will be a one-strike rule when they are visiting your space. If any issues with behavior arise, please inform Jai or Lauren (contact information below) and we will support the participant with whatever issues they are having. If the employer believes that the participant is no longer able to benefit from the relationship or that her/his behavior has repeatedly been unacceptable, the employer has the right to terminate the trainee's participation at any point.

COMMITMENT: We understand that in order for the experience to be meaningful for both the employer and the participant, several meetings are necessary. Please let us know if you need to readjust the level of commitment at any time.

COMPLETION: Upon successful completion of the participant's experience with the employer, (s)he will report on what was learned at YADC/YOTP. Employers are invited to attend certificate receipt and/or graduations from the program. If the employer was impressed with a participant's work, (s)he is encouraged to offer to be a professional reference in the future.

Contact Information—Program Liaisons

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Kalamazoo, MI 49007
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Lauren Rosenthal (ETN Coordinator)
YADC Program Assistant
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8th District Court
227 W. Michigan Ave.
Kalamazoo, MI 49007
(269) 384-8118

SUPPLEMENTAL DOCUMENTS

Memorandum of Understanding

I, _____, have read the terms and conditions of entering into this partnership and agree to uphold all company policies while I am participating in my job shadowing experience. I understand that if, at any time, I have a conflict and cannot attend an appointment I have made with the employer, I am responsible for communicating that information to the employer. I will bring my documentation form with me to all of my meetings and will be sure to take notes and observations while learning from the employer so that I can reflect on my experiences later.

Signature of participant: _____
Date

Signature of YADC/YOTP liaison: _____
Date

Site of job shadowing experience: _____

Contact name for site: _____

Contact information for site: _____

☐ Track 1

☐ Track 2

Dates of meetings: _____

DOCUMENTATION FORM

Date	Hours	Activity Log	Employer Signature
E.g., 12/8/14	2.5	Observed during first shift; helped set up new line	(required for each day of work)

**KALAMAZOO AREA YOUTH/YOUNG ADULT
EMPLOYMENT TRAINING NETWORK**

employer interest form

Name of company: _____

Contact person: _____

Phone number: _____

Alternate number: _____

Email address: _____

Preferred method of contact: ☐ Email ☐ Phone

In which track are you interested? ☐ Track 1 ☐ Track 2

Questions/comments?

Please scan and email to the ETN Coordinator at yadckalamazoo@outlook.com or, if sending by mail, please address as follows:

8th District Court
Attn: Lauren Rosenthal, YADC
227 W. Michigan Ave.
Kalamazoo, MI 49007

*If you would like to request more information about YADC or YOTP, please contact program liaisons at any time. Thanks!