

## CDMA INFOLINE INDEX 10/11/05

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Hello all;

Apologies for not having our infoline out on a regular schedule. Being retired has some perks and taking summers off is one I enjoy but summer is over and I will try to get our news letter out regularly. If anyone has information they want to share please send it to me. Check out our website to keep up to date on the New England GCDF training.

Charlie

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I also wanted to give everyone an update on the New England GCDF classes. Please be aware that for all modules, the training deadline is a HARD deadline--no late registrations will be accepted.

### **Portsmouth Classes:**

The first module, to be held September 30-October 2, has been cancelled. However, as there are quite a few people trying to pull everything together in order to attend the Portsmouth class, the instructor is willing to add a fourth module to be held in December or January, if a full class will commit to the other three modules, so that everyone can get their certification at the end of this cycle, rather than having to wait until next fall (when the classes return to Portsmouth), or having to travel to another location. The registration deadlines have been revised, making them one week EARLIER than they were. The registration deadline for the next module is October 14th.

There is a new registration form on the website, that lists the new registration deadlines. In addition, the old registration form doesn't include space for email address, so if you plan on registering for a GCDF class, please use the new form.

### **Boston Classes:**

There will be no GCDF classes held in Boston this fall. At this time, I do not know if or when classes will be held in Boston. Boston area career development professionals are encouraged to sign up for GCDF classes in Portsmouth this fall.

### **Upcoming Classes:**

At this time, the next planned class is TENTATIVELY planned for Marlboro, MA next spring (March-June). This class is, of course, dependant on our finding affordable, convenient space.

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### **Subject: Important Job Corps Makes 4000 Spots Available for Young Adults Impacted by Hurricane Katrina**

A Message from Assistant Secretary of Labor for Employment and Training Emily Stover DeRocco:

As Hurricane Katrina victims begin to piece their lives back together and seek out new employment, many will turn to One-Stop Career Centers for job opportunities and training resources. Information about your local One-Stop Career Center can be found at [www.servicelocator.org](http://www.servicelocator.org) and you can also find job listings at [www.katrinajobs.org](http://www.katrinajobs.org).

An important, additional opportunity to pass along to younger Gulf Coast residents now living elsewhere is that offered by Job Corps. As you know, Job Corps provides economically disadvantaged young people ages 16 through 24 education and career skills training, meals, housing, and medical care at no cost to participants at 122 centers across the country. The even better news is that more than 4,000 Job Corps residential openings can be filled now by hurricane evacuees looking for a path to productive employment.

We are seeking your help in identifying evacuees who would be interested in a residential, vocational and academic training program to prepare them for a good job and career. Job Corps offers more than 100 career training programs in areas such as Construction, Health Care, Business and Finance, Manufacturing, Automotive, Hospitality, and others. Job Corps students may stay up to two years during training.

While living on a Job Corps campus, students also can earn a high school diploma or GED and learn employability skills. After graduation, Job Corps staff aid students with finding jobs, housing, and transportation.

Job Corps has created an expedited enrollment process for those affected by Hurricane Katrina. The program will assist individuals with immediate relocation. Outreach and admissions staff are located across the country and can share additional information about the program and its benefits.

For more information about Job Corps, call (800) 733-5627, or visit <http://jobcorps.doleta.gov>. Thank you in advance for your help in informing eligible hurricane victims who could immediately benefit from Job Corps. I have attached a flyer that should be made available at One-Stop Career Centers and job fairs, and included in other outreach activities you are conducting.

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### **Institute for Community Inclusion (ICI) E-News 9/21/05**

#### **Create a road map to employment...**

Finding a job can be challenging. But you can make the process more manageable by breaking the job search down into a series of small tasks with a \*30-Day Placement Plan\*. These plans keep activities organized and give job seekers the satisfaction of checking items off their list. Learn how to make a plan with ICI's new Institute Brief.

This brief is directed to employment professionals but can also be used by people with disabilities and family members.

Click [HERE](#) to access the Institute for Community Inclusion web site/30-Day Placement Plan:

#### **Speaking of finding jobs...**

Are you in the market for a new job? ICI needs new training and research staff. We offer excellent benefits and the opportunity to become a leader in the disability field.

Click [HERE](#) to access the Job Opportunities at ICI

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Date: October 1, 2005

TO: ALL MEMBERS OF THE MATURE WORKERS COALITION

IMPORTANT ANNOUNCEMENT

The Mature Workers Coalition has not met for some time. Presently there is an issue of interest to OLDER WORKERS/MATURE WORKERS. That issue is the Economic Stimulus package before the State Legislature - it involves \$1,000,000 being set aside for retraining the older worker. Known as HR4324 - it was due to come-up before the Legislature this week - however, It has been postponed.

We can meet to discuss that issue and any other issues that you have concerning the older worker.

Let us know your suggestions regarding this issue/other issues and if you are interested in meeting.

Please let us know by October 8, 2005, by contacting:

Rickie Moriarity at 781-444-4855 or  
Fran Chaikin at 617-492-1459 or E-mail: FCHAIKIN@comcast.net

We would like to meet sometime in October/early November.

Hoping to hear from you.

Fran Chaikin and Rickie Moriarity

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08/29/05

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### Labor Department News Releases Update

You are subscribed to Department News Releases for the U.S. Department of Labor. This page has recently been updated. The following is a summary of the latest news release.

#### **Labor Department Announces Availability of \$5 Million to Train Workers with Limited English Proficiency [06/16/2005]**

Read the [latest news releases](#).

You can view or update your subscriptions, password or e-mail address at any time on your [User Profile page](#).

You can always use the "Reset your Password" link on the Log-In page for help.

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### 05/14/05

Never been to a job fair? Attend a prep workshop at The Career Place, 100 Sylvan Road, G100, Woburn, "**How to Make the Most of a Job Fair**" Wednesday, June 8, from 10 to 11 am and Thursday, June 9, from 5 to 6 pm.. Workshop sessions are free of charge, but pre-registration is required. Call 781.932.5500.

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### 05/10/05

Hello All

Check out our website for additional upcoming Professional Development Events, as well as a full list of Professional Associations. We upgrade our website periodically so if you don't see what you are looking for check it regularly.

Charlie

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**National Employment Counseling Association's Conference  
Workshop Notes by Terri Bruce**

To read Terri's workshop notes click [HERE](#)

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## **WORKFORCE DEVELOPMENT PROFESSIONAL ASSOCIATIONS**

We have just updated our listing of associations involved in any facet of workforce development including career counseling, career coaching, job readiness training, job search assistance, recruitment, human resources, and organizational development.

Just click on "[Associations](#)" under the Career Development heading on the left to access the complete list.

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### **Conference Speaking Opportunities:**

The American Society of Training and Development has an RFP out for their 2006 conference. The deadline is June 26, 2005. [More Info.](#)

The Southern Association of Colleges and Employers is seeking proposals for their 2005 conference to be held in December. The deadline is May 24, 2005. [More Info.](#)

The Western Association of Colleges and Employers has extended the deadline for submitting RFPs for their 2005 Conference to be held Dec. 7-9, 2005. [More Info.](#)

From Colleen Condon  
5/5/2005

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### **The New England Job Development Training Program comes to Connecticut**

Do you or your staff know the latest techniques to help people with disabilities find and keep jobs? Could your agency benefit from training? ICI's eight-month program teaches innovative approaches to professionals who want to expand their skills delivering quality employment services to people with disabilities. Participants can earn graduate credit or an academic certificate from UMass Boston.

**Important note:** This program consists of both in- person workshops and online seminars. In subsequent years, the program will rotate throughout the other New England states. Deadline: June 30.

[Job Development Training 2005-6](#)

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### **Administrative and Project Assistant**

Full-time position working on [Adaptive Environments](#)' two major projects: the New England ADA & Accessible IT Center and the Fair Housing FIRST Project.

Duties include data entry, mailings, event coordination, project evaluation, maintaining supplies and file systems and answering the phone.

For more detail go to the full job description on are web page.

Salary Range \$25,000-28,000. Send cover letter and resume by June 3 to Oce Harrison by [email](#) or snailmail to Adaptive Environments, 374 Congress St. Suite 301, Boston, MA 02210.  
For more information call 617-695-1225 X27.

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From , Eileen Collins - ETA

**Subject: Grants.gov Opportunities Posting Update**

The following grant opportunity postings were made on the Grants.gov Find Opportunities ("FedGrants") service:

DOL

Employment Training Administration

Office of Grants and Contract Management

Solicitation for Grant Applications (SGA) for Community-Based Job

Training Grants Full Announcement 1: click [HERE](#)

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**A Report on the CDMA Training Workshop: "Teams That Work"**

Conducted by Allyn Bradford, April 29, 2005

At the JFK Building, Boston, MA

I. Outline of Learning Tasks:

AM

1. Welcome and Highlights of the Workshop
2. Introductions: Getting acquainted with the group
3. The Cooperative Response: A problem solving tool
4. A Profile of Your Work Group: As it is and as it ought to be
5. A Lecturette on Basic Communication Strategies
6. Situational Factors: The rationale behind the strategies
7. A Team-on-Team Learning Task on Strategy Applications

PM

1. The Blame Game Scenario
2. Identifying Your Work Values: Your ideal work situation
3. Creating Your Purpose and Goals: Value based action
4. Identification of their Most Significant Problems and Issues
5. Generating Options: A group problem solving process

## 6. How to Have Shorter and More Productive Meetings

### II. Topics and ideas that came out of the Learning Tasks:

#### AM

The Introduction format asked the question: What is your biggest problem at work? The majority of participants answered, "Time management." A highly interactive session followed with concrete suggestions that provided helpful options.

The instrument called "A Profile of Your Work Group" indicated that the participants wanted to have the kind of work culture that allowed for plenty of give and take discussion, problem solving and idea generation. In other words, they preferred a style that is democratic and cooperative rather than top down and authoritative. They also expressed that open and interactive communication between different agencies, as well as within an agency, is vital to successful operations. To explore these things further, they studied the meaning and implications of different styles of management and communication.

#### PM

In the afternoon, after a brief role play about a meeting where everything goes awry, participants identified their primary Work Values. After that they each wrote a Statement of Purpose based on those values. Specific Goals were then identified as a means to implement their purpose. Their beliefs and aspirations naturally aligned with their previously indicated desire for a culture at work that is more collaborative.

A Problem Identification process followed to identify the most significant issues and concerns they had in common. These were: 1. Lack of cooperation, 2, Lack of consistency, 3. Resistance due to lack of communication, 4. Time Management out of control, 5. An overwhelming multitude of responsibilities, 6. Micro Management that causes lack of empowerment.

We decided to work on problem number 3. Resistance, due to lack of communication. Ideas generated were: "Find a way to have everybody at all levels feel empowered.", "Create a mission/vision statement",

A Report on the CDMA Training Workshop: "Teams That Work" Continued Page 2 of 2

"Have people at staff meetings talk informally about what they do at work", "Develop a functional chart about who does what", "Make a flow chart of each person's expertise", "Make a video that shows each person doing their job so a viewer can see how all the parts of the system relate." "Provide a means for each to person understand his or her own purpose and how it relates to the purpose of the agency."

A huddle quickly formed of people who wanted to strategize together and follow through on how to implement these ideas.

At the end of the session we briefly explored how to have a shorter and more productive meeting by having the agenda created by the members present stating the topics and how much time they wanted to allot the time for each one.

The group members consistently displayed throughout the session the values to which they aspired.

JAB

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