

The *Workforce Investment Board of Columbia & Greene Counties* (WIB) is responsible for providing leadership, influence, focus and oversight for the local workforce development system. The Mission of the *Workforce Investment Board of Columbia & Greene Counties* is to provide indispensable, high quality labor market information, employer services and career development opportunities to assist individuals and businesses striving to achieve their employment, hiring, and career education and training goals through an easily accessible network of workforce development partners. This email is designed to provide your business with up-to-date relevant information.

If you have questions regarding any of this information, please call/email me at the number listed below. If you prefer not to receive these updates, email me and you will be removed from our list.

COLUMBIA GREENE WORKFORCE NEW YORK

TRAINING OPPORTUNITIES & WORKFORCE INFORMATION

Employee Enhancement Program: FLEXIBLE & SIMPLE!!

Are you looking for an effective proven way to increase the retention rates & develop workplace skills? If so, then the Employee Enhancement Program is for you! This four module workshop is designed to help workers develop soft skills necessary for success on the job. The next session begins October 29, 2009, for 4 Thursday mornings.

Workshop topics include:

1. Having it All-Managing Your Job & Life
2. Employee Strategies for Creating On-the-Job Success
3. Communication at Work; Pulling Together-Being Part of Your Work Team
4. Business is a Service Thing- Excellent Customer Service for both Internal & External Customers

Anyone earning under \$16.00 can now attend any or all four trainings, no reviews are necessary, the **30 Ways to Shine** workbook cost is just \$10.00/person. For employees earning over \$16.00 there is a \$50.00 fee per module or \$175.00 for the series plus a book fee of \$10.00.

Columbia Greene November JSEC: Training Topic: Shared Work

This program will explain how NYS DOL Shared Work Program can help your business retain employees during slow periods. Shared Work is a voluntary program that provides employers facing a temporary decline in business with an alternative to layoffs. Rather than laying off a percentage of the work force to cut costs, an employer can reduce the hours and wages of all or a particular group of employees. The employees whose hours and wages are reduced can receive partial unemployment insurance benefits to supplement their lost wages.

Date: Thursday, November 12, 2009

Time: 8:00 am Breakfast, 8:30-10:00 Program, Q & A's \$15.00 per person, cost includes breakfast

Location: Columbia Greene Community College, Professional Academic Center

Trainer: Matt Grattan, NYSDOL

Contact: Debra Lombardo: 828-4654 ext. 4209; Fax 828-8474 or debra.lombardo@labor.state.ny.us

JSEC Sponsorship

Looking for a low cost, efficient marketing tool that will distribute your business logo to over 600 businesses? The Columbia Greene JSEC is seeking sponsors for some of their 2009-2010 programs. The cost is \$125 and it includes two program registrations; an opportunity to briefly address program participants and distribute corporate literature. Your logo will also be attached to the program flyer which is sent to over 600 businesses, as well as the media, Chambers of Commerce, CRHRA and many other organizations.

Columbia Greene Community College Non Credit Classes:

Columbia-Greene Community College is offering day-long software application classes beginning as early as November 2nd. Call 828-4181 ext. 3342 for further information.

Titles include:

- Microsoft Excel 2007, beginning-intermediate and advanced levels
- Microsoft Access 2007, beginning-intermediate and advanced levels
- QuickBooks 2009, beginning and intermediate levels

Also beginning in November:

- Red Cross CPR/First Aid/CPR
- Infection Control and Barrier Precautions required for NYS Licensed Health Professionals

NYSDOL On Site Consultation Program, Safety Training:

The Department of Labor, Division of Safety & Health offers a wide variety of safety training at no cost. Many courses are offered in the Albany area, below is a link which will outline upcoming trainings. Also included is a link for the complete course catalogue. If you have an interest in a particular topic and we can get together a group of trainees there is the possibility of holding the training session here at Columbia Greene Community College.

Scheduled Trainings: An updated list of available trainings will be listed in the near future on the following site.

http://www.labor.state.ny.us/workerprotection/safetyhealth/DOSH_TRAINING.shtm

Training Course Catalogue: <http://www.labor.state.ny.us/workerprotection/safetyhealth/PDFs/21D/On-Site%20Training%20Catalogue.pdf>

NYSDOL Shared Work Program

The Shared Work program helps employers survive temporary business downturns by giving them an alternative to laying off full-time workers. It makes sense to help businesses retain productive workers. Under this program, instead of cutting staff, an employer can reduce the number of hours of all workers, or just a select group. Under an approved plan, employees may collect partial Unemployment Insurance benefits while working a reduced workweek. Review the following link for details. <http://www.labor.state.ny.us/ui/dande/sharedwork1.shtm>

Greene County Chamber of Commerce: Breakfast Seminar

Training Topic: The Importance of Social Networking for Business

Date: Oct 14th, 8:00 - 9:30 a.m. \$15 members and \$25 non-members

Location: The Inn at Leeds, Route 23B, Leeds, NY

For information and reservations call 943-4222

Greene County Chamber of Commerce: Breakfast Seminar

Training Topic: The SBA and the SBDC are Here to Help You Succeed

Date: November, 12th

Location: The Bank of Greene County

Learn all about the U.S. Small Business Association (SBA) and its resource partners, such as SCORE, the SBDCs (Small Business Development Centers) and the WBCs (Women's Business Centers).

For information and reservations call 943-4222

Occupational and Environmental Health Center of Eastern NY (OEHC)

OEHC is a non-profit occupational health center dedicated to the diagnosis, treatment and prevention of occupational and environmental illness and injury. OEHC provides medical services, training and educational programs for eight counties including Columbia and Greene.

AVAILABLE CLINICS:

- Diagnoses for work-related diseases
- Treatment for injured or ill workers
- Screening for workers at increase risk
- Industrial hygiene evaluation of workplace hazards
- Recommendations to reduce or eliminate hazards in the workplace and
- Training and education for workers, employers, unions and healthcare professionals

TEEN WORKER SAFETY INITIATIVE

Did you know?

- 200,000 young workers are injured annually on the job in this country
- 70,000 end up in the hospital with serious injuries
- One teen worker dies every 5 days

Check out : <http://www.osha.gov/SLTC/teenworkers/teenworkers.html>

Contact: contact Susan Zucker at 518-690-4420 ext 220 or szucker@occmedgroup.com for info or to discuss providing educational programs, including TEEN SAFETY, services, trainings or flu clinics at your worksite.

NEW!!! New York State Directory of Small Business Programs

NYS has just unveiled the first-of-its-kind, comprehensive and interactive guide that will assist entrepreneurs in starting new businesses and will provide current small business owners with invaluable information and resources. The directory works as a clickable .pdf file with descriptions of 143 state programs from 28 agencies aimed at helping New Yorkers start and grow their businesses. These valuable resources for business planning and operations are organized into the following categories:

- Information Resources
- Technical Assistance
- Funding Incentives
- Industry-Specific Programs
- Workforce Recruitment, Development & Benefits
- Government Contracting & Market Expansion
- Mandated State Filings

http://www.ny.gov/governor/press/pdf/DirectoryofSmallBizPrograms_F_09-09.pdf

USDOL Top 20 Request Items

The link below lists topics and their websites of the most frequent pages that workers, students, employers and other customers go to most frequently. Great info all in one place!

<http://www.dol.gov/dol/top-requested.htm>

RECRUITMENT ASSISTANCE

On Site Recruitment

The Workforce New York Career Center offers two types of onsite recruitment options. If you would like the opportunity to meet with a number of job seekers, either full time or part time talk to us about on site recruitment. This can happen in either of two ways, if you are looking for part time/weekend help, college students may be a great solution. Your business can set up a table in front of the Student Center. This will provide you with a high traffic area to advertise positions, meet and talk with students about your available positions.

If you are looking to fill full time positions and would like to meet a group of potential employees for interviews or to provide information about your business, we recommend you place an ad in the newspaper, list your positions with the Career Center and we will schedule a room for you here at Columbia Greene Community College, Workforce Career Center. In addition we will list the event on our website and the NYSDOL site, post a flyer in the Career Center, the college and distribute to local agencies.

America's Job Exchange

Any New York State employer wishing to post a job lead can do so at no cost by registering with the following site (www.americasjobexchange.com/ny). Please remember that all employers that register with NYSAJE are required to have an active Federal Employer Identification Number (FEIN) obtain through the IRS and a New York State Employer Identification Number (SEIN) obtain through NYSDOL-Registration. Upon approval, employers will have the ability to review resumes of job seekers in the Talent Bank.

Job Central – National Labor Exchange

Job Central is a site that will “index” or transfer jobs that are listed on your business website to Job Central for no cost. When job seekers click on your listing they are directly connected to your corporate website. If your available positions are on line and meet the proper formatting this additional recruitment tool is for you! Register now at <http://www.jobcentral.com/indexingrequest.asp>

Internships

If you would like to list an internship, check out the recently redesigned Tech Valley Internship site. Do you have a short term project you need complete? Are you in need of temporary help, interns can be a great way to get quality work completed without the expectation of full time employment. <http://www.techvalleyinternships.org/>

WORKSHOPS/NETWORKING OPPORTUNITIES

Human Resource Manager's Roundtable

The HR Roundtable provides a forum in which HR Managers can exchange information, answer HR questions and discuss best practices. Guest speakers or group members often volunteer to lead a discussion on a topic. Bring your HR questions and share your expertise with this group of HR professionals.

Tuesday, October 20th, 8:00-9:15am

Location: Columbia Greene Community College, Professional Academic Center, Upper Level Room 707

Columbia County Chamber of Commerce, Business After Hours: Hudson Financial

Date: Thursday, November 12th from 5:00 - 7:00 pm

Location: 504 Warren Street, Hudson

Reservations appreciated 828-4417

For Your Employees...

Consumer Credit Counseling Services of NY

This organization assists consumers with debt management, counseling for credit, bankruptcy or for those in danger of foreclosure. Unfortunately we have seen a rise in customers with these types of issues. This organization can really help, especially in the management of credit card debt! We have had very positive response from customers that have met with counselors. <http://www.credithelpny.org/>, a representative is available to meet the first Thursday of every month here at the Career Center.

Low Interest Car Loans

Community Action of Greene County, Inc in partnership with NYSOTDA & the Bank of Greene County are offering low interest loans of 5% for 3 years for up to \$5,000 for eligible applicants residing in Greene or Columbia Counties. No down payment required, there is eligibility criteria please contact 943-9205 and ask for the Wheels for Work Program for further information.

Does the lack of transportation affect your employee's ability to get to work?

If so, you might have a solution through Community Action of Greene County, Partner's Van Program. The program providing eligible Greene County residents a ride to and from work has been expanded. For further information call 954-9205 and ask for the Partner's Van Program.

Child Health Plus Expands to All Uninsured Children and Teens

The Child Health Plus program has expanded eligibility guidelines, making affordable health insurance coverage available to all uninsured children and teens. Child Health Plus provides free or low cost health insurance for children in NYS who are not eligible for Medicaid or a state health benefits plan and do not have other health insurance coverage. Income eligibility guidelines for the program have expanded. No family makes too much

money to enroll their uninsured children in health insurance. Depending on household size and income, some families may have to pay a family premium contribution.

For more information on Child Health Plus, visit <http://www.nyhealth.gov/nysdoh/chplus/index.htm>

Local Contact: Healthcare Consortium, Columbia Greene Facilitated Enrollment Program 822-9600.

EVENTS

Buy Local Expo

Thursday, October 22, 4:00 - 7:00 p.m. Location: Columbia Greene Community College, Gymnasium

Display your products and services at the Buy Local Business Expo co-hosted by the Columbia and Greene County Chambers of Commerce. This is a very popular, well-attended event and **booths sell out fast!** Call 943-4222 or 828-4417 for additional information.

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