

Welcome!

**We're glad
you're here!**

Dakota County Employment and Training Services

- This presentation will give you a general overview of Dakota County Employment and Training Services
- You are welcome to apply with us regardless of where you live.
- We can help you regardless of which County you reside in. We offer services virtually and in-person.
- We will review the application process as a part of this presentation.
- Please feel free to ask questions at anytime, online or in the chat.
- We will also have time for questions following the presentation.



It's your state of success

Dakota County Employment and Training Services

Getting you back to work through...

- Matching you with expert, professional counselors
- Providing you with the latest labor market information
- Links to employers
- Information about training programs to upgrade your skills if needed
- Updating your job search skills



Dakota County Employment and Training Services

Exceptional Staff Members Make the Difference...

Our team has an average of 15 years experience assisting individuals in career transition

We offer expertise in current labor market trends, job search tools and techniques, community resources and familiar with the best training providers and most wanted credentials.

Understand the experience of being laid-off and will work to find ways to help you

Dakota County Employment and Training Services



Individualized services provided by our staff

Identify the skills and experience that give you an edge in the labor market

Assessments to help you identify interests, skills and abilities

Assist you to determine if you need to upgrade your education, competencies or credentials

Learn job search skills, including writing resumes and cover letters, interviewing techniques, networking, using labor market information - your counselor can help you find the best tools for **your** job search

Virtual and In-Person Hiring Events to help you network with employers and fellow job-seekers

Provide support to turn a difficult situation into a positive step forward

Dislocated Worker Services

[Home](#) > [For Career Seekers](#) > [Job Loss Resources](#) > [Dislocated Worker](#) > Dislocated Worker Services

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Designed to help you find the right work for you - as quickly as possible

If you are eligible for Dislocated Worker services, you may receive:

- Career planning and counseling
 - One-on-one assistance
 - Personal plan or individual employment plan
- Counselor-approved connection to training
 - GED or other high school diploma equivalent
 - Short-term or long-term
 - Resulting in certification
- Job search and placement services
 - Help with resumes, cover letters
 - Interview preparation
 - Job application assistance
- Limited funds for support services
 - Uniforms
 - Transportation
 - Childcare

[Learn more about Dislocated Worker eligibility](#) →

[See a list of Dislocated Worker service providers](#) →

[See a list of small layoff independent grant Dislocated Worker service providers](#) →

[Call a CareerForce location near you for help](#) →

FOR CAREER SEEKERS	
START YOUR CAREER	+
ADVANCE YOUR CAREER	+
CHANGE YOUR CAREER	+
TAILORED RESOURCES	+
JOB LOSS RESOURCES	-
Unemployment Insurance	
Dislocated Worker	
Trade Adjustment Assistance (TAA)	
VIRTUAL & INTERACTIVE SERVICES	
EVEN MORE RESOURCES	+

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Connections with training programs to upgrade your skills if needed

Information Technology	Marketing/Sales	Business/Management	Manufacturing/Logistics	Health Care Professions
Cyber Security	Systems Analysis	Leadership Training	Six Sigma	Medical Assistant
Supply Chain – APICS	Entrepreneurship	Quality Management/Six Sigma	Drafting - CAD	Nursing Assistant
Computer Programming- JAVA, SQL, ASP.Net	SalesForce	Human Resources – SHRM, SPHR, PHR	Robotics	Phlebotomy Technician
Microsoft Office	Social Media Marketing	Project Management PMP/CAPM	Transportation (CDL)	Medical Office
COMPTIA – A+, Network +	Web and Graphic Design	Change Management	Logistics	Health Unit Coordinator
Network Certifications – CCNA, CCNP, CCIE	Google – Publisher, Analytics, AdWords	Agile & ScrumMaster Certification	Supply Chain Management	Trained Medication Aide

How do I find out if I can have training?

When you enroll, a counselor will walk you through a reemployment plan and training may be part of your plan. Your counselor will consider and discuss several factors with you; do you need to upgrade your current skills? Are there jobs available utilizing your current skills? What does the Labor Market Information support? If training makes sense, your counselor may approve it.

Who approves the training? I've already begun training. Can you pay for it?

Only your counselor can approve training. We can only pay for training your counselor approves beforehand.

A class I really want is coming up quickly. Do I really have to wait for a counselor?

Yes, but if you let us know your timeline, we may be able to accelerate the process.

May I use the training provider of my choice or are there rules/guidelines?

Policy requires that any training funded through the program must be completed through an approved training provider. Your counselor will work with you to locate a provider that falls within program guidelines. www.mn.gov/deed/careers

Dakota County Employment and Training Services

Important Notes about Training

- Amount Based on: Funding Available, Counselor Approval, Program Compliance
- Individuals who do not have at least a 2-year degree (AA/AAS) are required to complete a math and reading assessment prior to training approval
- You must provide a copy of grades and/or completion certificates to your counselor
- Training provider and course must be on the Eligible Training Provider List in accordance with DEED Policy www.mn.gov/deed/careers
- If you obtain employment prior to the completion of training, congratulations! You will need to talk with your counselor about the options available to you.



Thinking of starting your own business?

Your counselor can help you get started. Options include:

- The **CLIMB** program which is designed to assist aspiring entrepreneurs with training and consulting for a successful business launch or growth.
 - CLIMB cannot provide either direct grants or loans to participants, but the state-funded Dislocated Worker program may be able to assist with expenses for business consulting and training for the CLIMB participants to help them establish their business. This is determined on a case-by-case basis.
 - You must be enrolled in the Dislocated Worker Program to be eligible for CLIMB
 - Main benefit of CLIMB is to receive your unemployment insurance benefits while you work to create or grow your business

- Help you identify organizations in your community that can help you develop an effective business plan and obtain funding to start your business.

Support Services funds to ease your transition into your new job :

- Limited financial support is available to assist eligible participants and their families in case of an unexpected expense or emergency.
- Examples include transportation, housing and utility assistance.
- Community Resource referrals may also be available.

Dakota County Employment and Training Services

Follow-Up Services: We are committed to meeting your needs at every step in the process, including after you start your new job. Follow-up Services are provided for 12 months including:

- Career coaching
- Counseling about the workplace
- Assistance with work-related problems that may arise
- Information about additional educational opportunities for career advancement
- Referral to supportive services available in the community

Dakota County Employment and Training Services

Our employment and training services are available at no cost to individuals who:

- **Who have been laid off through no fault of their own**
- **Eligible for unemployment insurance benefits**
- **Face barriers to finding suitable employment such as:**
 - Difficulty transferring specialized skills to other occupations or industries
 - A decline in the market demand for your skills
 - Age or length of work experience
 - Need for formal training or education
 - A lack of available jobs with earnings at a level comparable to previous position

Frequently Asked Questions

What is expected of me?

- ❖ **Connect with your Employment Counselor at least once per month**
- ❖ **Provide Training Certificates and/or grades upon completion of classes**
- ❖ **Provide new employment details, Company name, City, Position Title, Salary, Benefits provided, did your training assist in gaining this employment.**

What happens if or when I run out of unemployment benefits before I complete training or get a job?

- ❖ **We are with you until you are successfully re-employed, and throughout the 12 months of follow-up services.**

Dakota County Employment and Training Services



How quickly can I get started?

- ❖ **As quickly as you can complete the application packet and submit it with the additional required documentation. Look for the checklist on page one of the application packet.**
- ❖ **Once we have received a complete application, we ask for 5 business days to contact you with the next steps.**
- ❖ **NOTE:** You are not required to submit an application or participate in our programs to meet the requirements of your Unemployment Insurance Reemployment Plan. This overview meets that criteria. Participation in this program is voluntary but can be very valuable to your job search.

How do I get started?

Go to Dakota County (www.co.Dakota.mn.us) and search for Dislocated Worker – then select Dislocated Worker Programs, application and instruction sheet are located here. Our forms are printable so you have options for completing and submitting.

<https://www.co.dakota.mn.us/HealthFamily/FindJob/DislocatedWorkerPrograms/Pages/default.aspx>

CareerForce Burnsville

952-703-3100

Hours: Tuesday, Wednesday and Thursday – 8AM to Noon and 1:00PM to 4:00PM

2800 West County Road 42, Burnsville, MN 55337

careerforce.burnsville@state.mn.us

CareerForce West St. Paul

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