



TRAINING • CONNECTING
DEVELOPING ILLINOIS' WORKFORCE

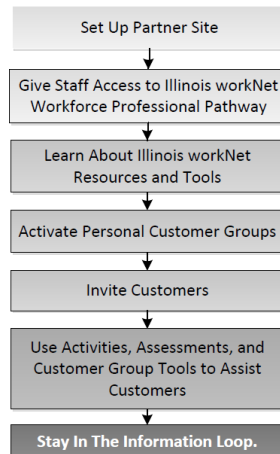
Illinois workNet® Summer Youth Programs

June 14, 2011 @ 1:00pm
June 15, 2011 @ 10:00am



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Agenda Items



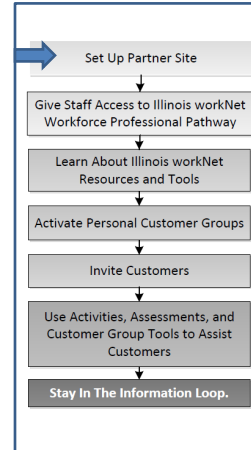


Set Up Partner: Illinois workNet® Site Management

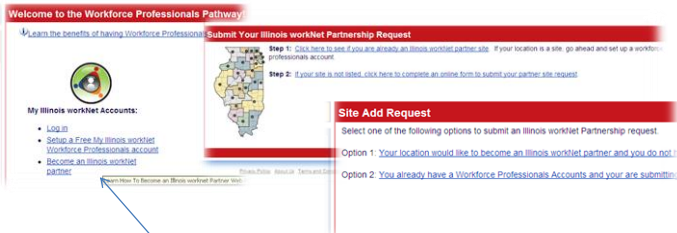
Purpose: Organize locations, workforce professionals pathway (WPP) accounts, and access to information by Local Workforce Investment Area (LWIA). Site management is the “supporting backbone” of the WPP.

Uses:

- Populates Find a Location Near You (Access Site)
- Associates WPP accounts with the correct location which impacts the following tools:
 - Customer Groups
 - Communications/Messages
 - Reporting
 - Site Management
 - Assessments (Coming soon!)

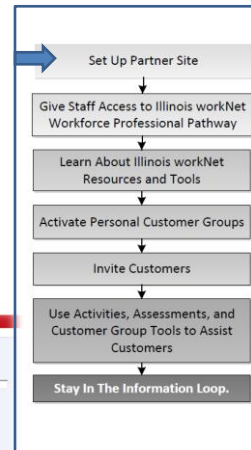


Site Management



Submit site information using the link off of the WPP home page.

- **Option 1:** Sets up WPP account and site/location at the same time.
- **Option 2:** Sets up a site if the requestor already has a WPP account.
- Uses wizard guided approach to set up location in site management.

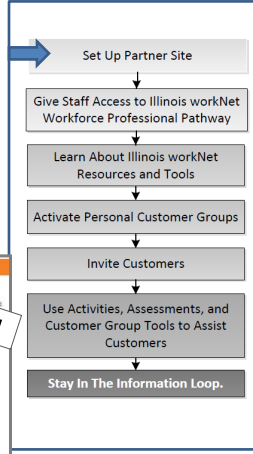




Set Up Illinois workNet® Partners and Resource Rooms

The screenshot shows the main dashboard of the Illinois workNet system. Key sections include:

- Welcome to the Workforce Professionals Pathway!**: Contains links for Online Courses, Illinois workNet Content Management, and Illinois workNet Training Guide.
- Setting Illinois workNet as Your Home Page**: A wizard tool with instructions:
 - Select your office type (will result in different states).
 - Click on state image where your IJMS is located.
 - From the listing to the right of the state image find your office.
 - Click on the link with your office name.
 - You will be redirected to the options page and given further instructions.

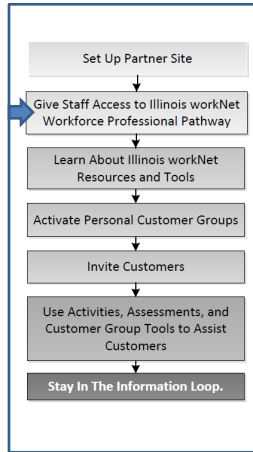


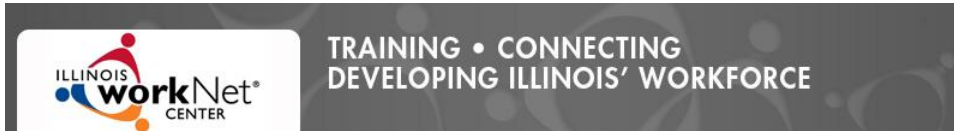
Illinois workNet® User Management

The 'Need Assistance?' menu includes the following options:

- Home
- Staff
- DCEO Staff
- Site Administration
 - Site Management
 - Course Pre-Registration
 - Course Pre-Registration: OLD
 - User Management
 - Site Search
- Activity Reporting
 - Reporting
 - Quarterly
 - Archived Reports
- Economic Recovery
- Resources
- Marketing
- Business Services
- Tools
- About Us
- Site Information

- WPP accounts must have a user role in order to access the workforce pathway.
- Refer to the user role matrix (located in the Instructions and Quick Links to Guidance section) to determine appropriate level of access. You can not see user roles higher than your user role.
- Through User Management:
 - Passwords can be updated.
 - Some profile information can be updated.
 - WPP accounts can be moved to a different location.
 - Accounts can be deleted/inactivated.





Illinois workNet® Online Courses

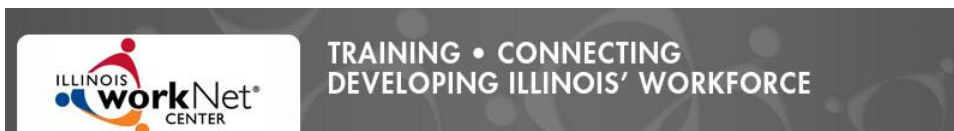
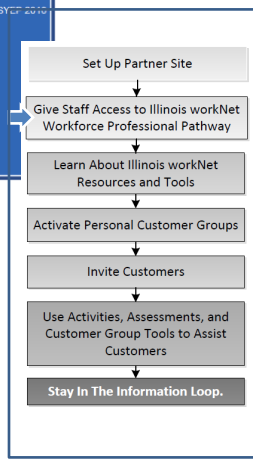
IMPORTANT: The current courses are not going to be available after June 17, 2011.

New Illinois workNet Online Courses Coming July 2011

- Offered through Illinois workNet (remains single sign on).
- Changes from 4 courses to modules.
- Big picture, scenario-based content.
- Automatically registered for foundation modules when WPP account is approved.
- Self-registration for additional modules.
- 90 days to complete the modules and earn a certificate of completion.
- Recertification is a test instead of a course.
- Continue to earn CEUs through Southern Illinois University Carbondale.

- #### Resources
- Assisting Businesses
 - Promote Local Business
 - Services and Events
 - CIBA Course
 - BST Professional Development
 - Assisting Individuals
 - Special Accommodations
 - Computer Skills Training
 - Networking
 - Assessment Resources
 - Social Media
 - Volunteerism
 - Workshops/Training
 - Case Management
 - My Activities
 - Laid Off Worker Assistance:
 - Tool Kit
 - TAA/TGAAA
 - Customer Categories
 - Bridges Program
 - Disabilities
 - Re-Entry Resources
 - Immigrant Professionals
 - Libraries
 - Veterans
 - Youth
 - TANF - Youth Employment for the Summer
 - WIA works
 - Incumbent Worker Training
 - LWA Wide Integration**
 - Content Management
 - Local Website Setup
 - Professional Development
 - Reporting/Evaluation
 - Setup Partners

- #### Home
- Request More Tools
 - Customer Groups - New
 - Customer Groups - SYCP 2010
 - SYEP 2009 Archive
 - Incumbent Workers Reporting
 - Get Connected
 - Past Newsletters
 - My Illinois workNet
 - My Notes
 - My Messages
 - My Shortcuts
 - Website Updates



Illinois workNet® Marketing Materials

Marketing Materials: Font & Logos

Customize your marketing information with your local message, contact information, and Futura font that is specified in the graphic guidelines. If you need help using Futura font that is specified in the graphic guidelines, visit [FAQ](#) to learn more.

[Steps to Customizing Marketing Materials](#)

- Font Download for Illinois workNet Marketing Materials
- Illinois workNet Logo

Illinois workNet Logo UPDATE: Since the initial Illinois workNet logo release, the updated logo must be used. As new materials are printed, the updated logo must be used.

- Illinois workNet logo usage
- Surrounding white space requirements
- Minimum file size requirements
- Using the color vs. black/white logo
- Acceptable use of the partner logo

Download the Illinois workNet Center color logo

[JPG - Low Resolution](#)

[JPG - Medium Resolution](#)

[JPG - High Resolution](#)

Download the Illinois workNet black & white logo

[JPG - Low Resolution](#)

[JPG - Medium Resolution](#)

[JPG - High Resolution](#)

Download the Illinois workNet Partner color logo

[JPG - Low Resolution](#)

[JPG - Medium Resolution](#)

[JPG - High Resolution](#)

Download the Illinois workNet Partner black & white logo

[JPG - Low Resolution](#)

[JPG - Medium Resolution](#)

[JPG - High Resolution](#)

Marketing

- Advertisements & Press Notices
- Accessible Materials
- Billboards & Transit Ads
- Fonts & Logos
- Graphic Guidelines
- Office & Print Materials
- Photos & Icons
- Business and Individuals Photos
- Agriculture
- Disability
- Information Technology
- Manufacturing
- Silhouettes and Icons
- Transportation
- Healthcare
- Posters & Banners
- Premiums
- Signage
- Social Media
- Web Banners



Transportation




[Steps for Customizing Marketing Materials](#)



Customize your marketing information with your local message, contact information, and Illinois workNet Futura font that is specified in the graphic guidelines. If you need tips or assistance with resizing an image or downloading materials? Visit [FAQ](#) to learn more.





Marketing Materials: Office & Print Materials

Customize your marketing information with your local message, contact information, and Illinois workNet Futura font that is specified in the graphic guidelines. If you need tips or assistance with resizing an image or downloading materials? Visit [FAQ](#) to learn more.

- Brochure & Postcards
- Business Cards
- Fact Sheets, Folders & Flyers
- Letterhead & Notepad
- Quick Tips

- Quick Tips (computer 4.75" x 10.25" Business Size) [PDF](#)
- Quick Tips (computer 4.75" x 10.25" Individual Size) [PDF](#)
- Quick Tips (8.5" x 11" Business Size) [PDF](#)
- Quick Tips (8.5" x 11" Individual Size) [PDF](#)
- Quick Tips Spanish (computer 4.75" x 10.25" Individual Size) [PDF](#)
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What is the purpose of an Illinois workNet® customer group?

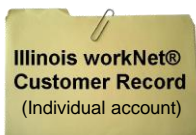
To provide an interface that allows workforce professionals to provide assistance and guidance to customers through the use of technology. Customer groups allow workforce professionals to:

- View customer career interest survey results;
- View customer work readiness activity responses;
- View customer assessment results; and
- Communicate with the customer.



Who can currently set up a customer group?

Workforce professionals who have an approved Illinois workNet workforce professionals account.



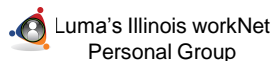
Who is in a customer group?

Customers who have an Illinois workNet® individuals account can be added to a group.



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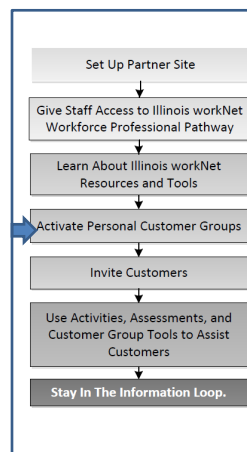
How do I get to my personal group?



Go to your Illinois workNet workforce professionals pathway account dashboard.


Click on Customer Groups.

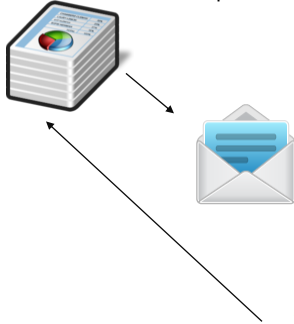
Click on My Groups Tab and activate your personal customer group.





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 Luma's Illinois workNet
Personal Group



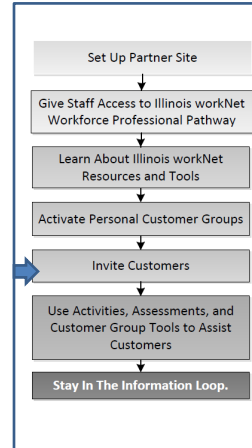
Click on Customer tab.

Send an invite to an individual or invite a group.

They are prompted to log into or set up an Illinois workNet account.

When they accept, they are added to your group.

**Illinois workNet®
Customer Record**
(Individual account)



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Click on Customer tab to see your customers.


Click on links in customer's record to view:

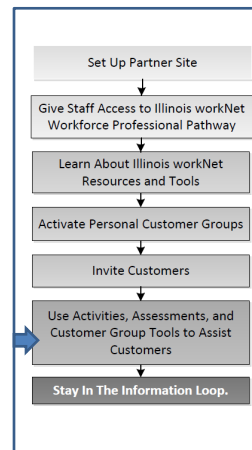
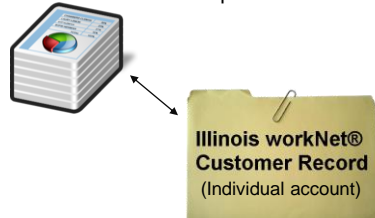
- Activity responses
- Assessment results
- Certificates of completion

Use Customer Email link to send emails or Illinois workNet account messages to individual customers or the entire group.

Use communication tools to provide:

- Feedback on activity responses or assessments
- Inform customers of upcoming events, deadlines, or opportunities

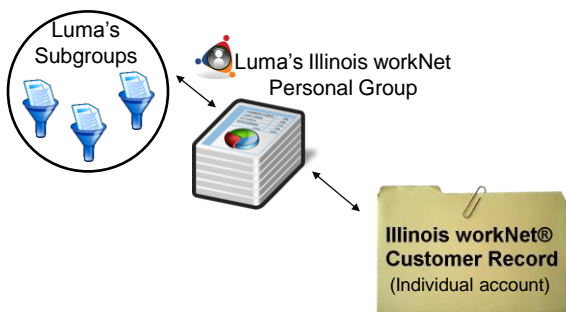
 Luma's Illinois workNet
Personal Group





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Can I create more personal groups?



You only have one personal group which has all of your customers. You can create subgroups.

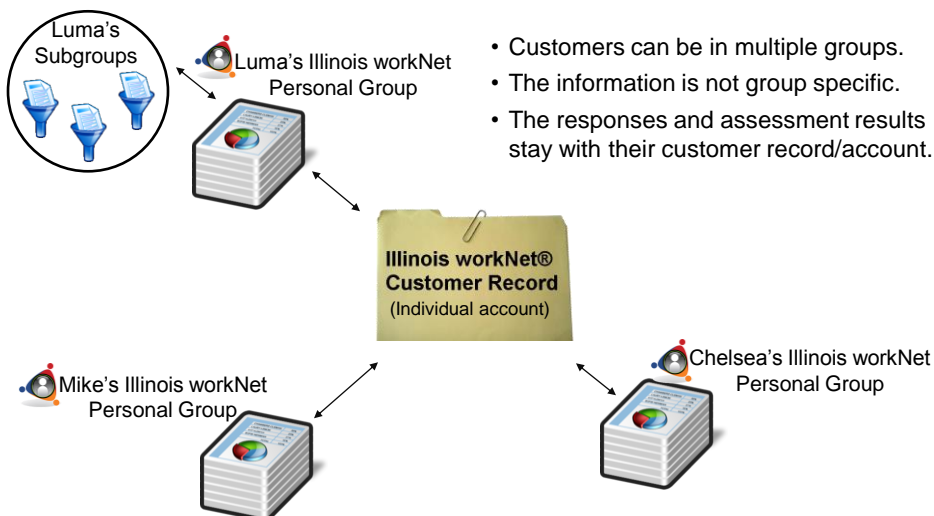
Click on link to create subgroups to use the subgroup creation wizard.

Subgroups simply filter customers in you personal group for quick access to a subset of your customers.



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Can a customer be in more than one group?



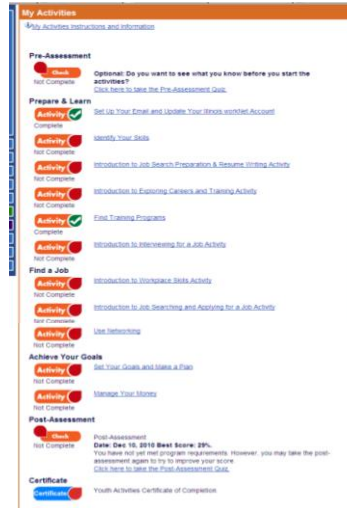
- Customers can be in multiple groups.
- The information is not group specific.
- The responses and assessment results stay with their customer record/account.



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My Activities

- An optional pre-assessment.
- Eleven activities that allow the individual to save their responses within their account.
- Post-assessment with unlimited attempts.
- Certificate of completion saved with the customer's account once the individual scores 70% or higher on the post-assessment.
- Activities and assessments are translated online in multiple languages.



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Assessments

Currently working on technical implementation for assessment updates and new assessments (*).

- Illinois workNet Pre/Post-Assessment and Activities
- Career Interest Assessment
- Computer Skills Assessment
- Observational Assessment *
- 21st Century Skills Assessment *
- Worksite Evaluation Assessment





Worksite Evaluation:

Completed by employer.
 Data is entered by workforce professional.
 Preliminary and Final Evaluation are available.

Skills Evaluated:

- Attendance
- Punctuality
- Workplace Appearance
- Taking Initiative
- Quality of Work
- Communication Skills
- Response to Supervision
- Teamwork
- Problem Solving/Critical Thinking
- Workplace Culture Policy and Safety

Should score 7 out of 10 foundation skills with a rating of "Needs Development" or higher.

Foundation Skill	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
Attendance Understands scheduled work day expectations for attendance and follows them. Notifies supervisor in advance in case of absence	C	C	C	C
Punctuality Understands work expectations for arrival on time for work tasks	C	C	C	C



Illinois workNet® Pathway Redesign and Updates



- New Look and Feel
- Updated Resume Writing Tools
- Updated Job Search Tools
- Updated Workplace Skills





Illinois workNet Pathway Redesign

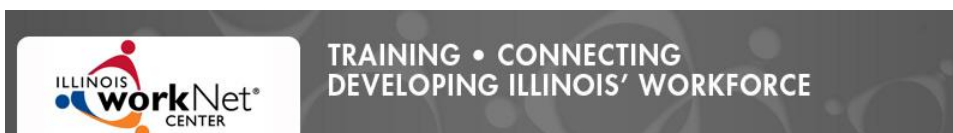


The Illinois workNet team is proud to announce the unveiling of the new portal. Come see what we've done and what it means to your local area.

Attend this webinar to learn about the new upcoming tools and features on Illinois workNet. Agenda items include brief tutorials of each tool and alternative options for resources that will no longer be available on the portal as of June 30th, 2011.

Sessions are scheduled for June 21st at 2 p.m.(CST) and June 23rd at 10 a.m.(CST) Each will last for about an hour and a half, with time for Q&A at the end.

Be the First to Know, Get Registered! <http://redesign.eventbrite.com>



New Assessments Implementation: Update Workplace Skills Information In Illinois workNet®

Identify workplace skills that employers expect and provide a format that:

- Is easy to follow and to understand what employers expect
- Offers resources to improve workplace skills
- Is cross walked to national and state standards
- Is linked to assessment results to provide access to resources to enhance workplace skills



Leadership & Teamwork page 1
Simplified list showing skills employers expect



Leadership & Teamwork page 2
Detailed skill description
Additional resources to build your skills



Leadership & Teamwork page 3
Next steps for taking you to the next level
(technical or management)

