

# WORKFORCE DEVELOPMENT TRAINING OPPORTUNITIES



The Southwest Wisconsin Workforce Development Board (SWWDB) is a private, nonprofit corporation dedicated to promoting innovation and providing quality local workforce development programs and services to businesses and residents in Southwest Wisconsin. All services are driven by the needs of employers and job seekers, and are available through the “one-stop” Job Centers.

## SERVICES FOR JOB-SEEKERS:

A job-seeker is anyone who is entering the workforce for the first time, interested in changing jobs, seeking a new job because of unemployment or looking to improve current job skills. In today’s job market, education is the key to helping job-seekers obtain a better job and higher wages. Services are available to adults, dislocated workers and young adults (ages 18-21 years old) who are out of school.

Many of these programs are offered through the Workforce Investment Act (WIA) or other U.S. Department of Labor-funded programs. So, resources are available to offset all or most of the costs of training. A job-seeker must meet certain eligibility requirements, meet with a case manager prior to enrollment to prepare an Individual Employment Plan and attend a pre-assessment workshop in order to receive funding for training.

■ Workforce Investment Act (WIA) Education and Training Programs	TERMS
<ul style="list-style-type: none"> <li>● <b>Occupational Skills Training:</b> Job-related skill training at a technical college or other approved educational institution. Training is limited to demand occupations in southwest Wisconsin. Upon completion the person is awarded an associate’s degree or other certificate of successful completion.</li> </ul>	<p><b>SWWDB pays expenses directly to training provider</b></p>
<ul style="list-style-type: none"> <li>● <b>Specialized Skills Training:</b> Job-specific training in emerging occupational areas such as energy, weatherization, health care and advanced manufacturing processes. Training is conducted by a technical college or other approved provider.</li> </ul>	<p><b>SWWDB pays expenses to training provider or establishes training agreement</b></p>
<ul style="list-style-type: none"> <li>● <b>Apprenticeship Training:</b> A combination of on-the-job training and classroom-related instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation in two to five years. Registered apprentices are paid an hourly wage to attend their trade-specific schooling, which is sponsored by joint employer and labor groups, individual employers and/or associations.</li> </ul>	<p><b>SWWDB pays expenses directly to training provider</b></p>
<ul style="list-style-type: none"> <li>● <b>Adult Basic Education and Literacy Training:</b> Individualized, small group and classroom instruction to improve reading, writing, math and/or other basic skills for people who are basic skills deficient. A person is basic skills deficient when he/she has English reading, writing or computing skills at or below the 8th grade level on a generally accepted standardized test. Training must be provided in connection with occupational skill training leading to a job or career. Instruction is usually provided by a technical college or community-based literacy organization.</li> </ul>	<p><b>SWWDB pays expenses to training provider or establishes training agreement</b></p>
<ul style="list-style-type: none"> <li>● <b>High School Completion Programs:</b> Instructional preparation to pass the High School Equivalency Diploma (HSED) requirements or the General Education Development (GED) test. Person must be over 18 years of age and out of school. Instruction is provided by a technical college.</li> </ul>	<p><b>SWWDB pays expenses directly to training provider</b></p>

<ul style="list-style-type: none"> <li>● <b>English as a Second Language:</b> English instruction to help immigrant populations learn to read, write, communicate and solve problems at a level needed on the job. Emphasis is on vocational English, so training must be provided in connection with occupational skill training leading to a job or career. Instruction is usually provided by a technical college or community-based literacy organization.</li> </ul>	<p><b>SWWDB pays expenses directly to training provider</b></p>
<ul style="list-style-type: none"> <li>● <b>“Bridge” Instructional Programming.</b> “Bridge” instruction helps adults with basic skills deficiencies by linking adult basic education or English Language Learning instruction with occupational skill attainment. Instruction is delivered in a contextual format by a technical college or community-based literacy organization.</li> </ul>	<p><b>SWWDB pays expenses to training provider or establishes training agreement</b></p>
<ul style="list-style-type: none"> <li>● <b>Work Readiness Training.</b> Instruction that is aligned to the knowledge and skills needed by workers to perform successfully on the job. A worker’s ability to listen, communicate and solve problems; complete work accurately, on-time and to a high standard of quality; work in teams to achieve mutual goals and objectives; follow work-related rules and regulations; demonstrate willingness to show initiative; and display responsible work-related behaviors are essential assets for any worker, regardless of career choice. Instruction is targeted to achieving standardized work-readiness competencies.</li> </ul>	<p><b>SWWDB pays expenses to training provider or establishes training agreement</b></p>
<ul style="list-style-type: none"> <li>● <b>Skill Upgrade and Retraining.</b> Training opportunities designed to retrain for emerging industries or upgrade skills to be more competitive in a current occupation. Training is similar to occupational skill training, but usually shorter in duration. Instruction provided by a technical college or other approved provider.</li> </ul>	<p><b>SWWDB pays expenses directly to training provider</b></p>
<ul style="list-style-type: none"> <li>● <b>Entrepreneurship Training.</b> Training intended to provide entrepreneurs with the necessary skills and knowledge needed to become competitive and successful business operators. The instructional focus is on business ethics, accomplishing a business plan, business networking and entrepreneurial management. The goal is to help entrepreneurs address the dozens of hands-on small business and entrepreneurial issues and challenges.</li> </ul>	<p><b>SWWDB pays expenses through training agreement</b></p>
<p><b>■ Trade Adjustment Act (TAA) Education and Training Programs</b></p>	
<p><b>TERMS</b></p>	
<p>The TAA program helps workers who have lost their jobs as a result of foreign trade. TAA offers a variety of benefits and services to eligible workers, including job training, income support, job search and relocation allowances, a tax credit to help pay the costs of health insurance, and a wage supplement to certain reemployed trade-affected workers 50 years of age and older. TAA requires a company to submit a written petition, and eligibility must be certified by the Department of Labor before a person can receive TAA assistance. Recent changes in the Act have expanded services, so it is best to contact the TAA contact person at the local job center.</p>	<p><b>SWWDB pays expenses directly to training provider</b></p>

**For more information about any of SWWDB’s education and training programs for job-seekers, contact:**

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SERVICES FOR EMPLOYERS:	TERMS
<ul style="list-style-type: none"> <li>● <b>On-The-Job (OJT) Training:</b> (Per employee trained)            On-the-job training provides occupational training reimbursing the employer up to 90% of the employee’s wage rate as compensation for the employer’s “extraordinary” costs. OJT must comply with federal and state regulations governing such training. Some of the key conditions are:           <ul style="list-style-type: none"> <li>• Employee must be eligible and enrolled in WIA (Workforce Investment Act) program, and OJT is consistent with the person’s individual employment plan.</li> <li>• Employee lacks skills-relevant workplace literacy or other skills related to new technologies, production or service procedures.</li> <li>• Employer agrees to hire the worker long-term.</li> <li>• OJT-eligible positions must be for a minimum of 32 hours per week.</li> <li>• Training limited to the period of time required for a participant to become proficient in the occupation.</li> <li>• Training must be approved by SWWDB prior to the employee beginning the OJT program.</li> </ul>           Training must be documented by a written agreement and be approved prior to training beginning.         </li> </ul>	<p><b>Negotiable – SWWDB pays up to 90% of wage rate, dependent on the size of the employer’s workforce</b></p>
<ul style="list-style-type: none"> <li>● <b>Customized Training:</b> (Per training program)            Training that is designed and conducted to meet the special requirements of an employer. Customized training must comply with federal and state regulations governing such training. Some of the key conditions are:           <ul style="list-style-type: none"> <li>• Employee is not earning a self-sufficient wage as determined by SWWDB.</li> <li>• Employee lacks skills-relevant workplace literacy or other skills related to new technologies, production or service procedures.</li> <li>• Employer agrees to hire the worker, or in the case of incumbent workers, continue to employ the individual, upon successful completion of the training.</li> </ul>           Training relates to the workforce needs of the area as identified by SWWDB and is approved prior to training beginning.         </li> </ul>	<p><b>Negotiable – SWWDB pays up to 90% of training costs, dependent on the size of the employer’s workforce</b></p>
<ul style="list-style-type: none"> <li>● <b>Incumbent Worker Training:</b>            Customized training for existing for-profit businesses facing possible layoffs. Training is intended to retain and keep businesses competitive through upgraded skills training for existing full-time employees. Employers participating in the program are expected to retain incumbent workers as documented by continued employment.             Training relates to the workforce needs of the area as identified by SWWDB and is approved prior to training beginning.         </li> </ul>	<p><b>Negotiable – SWWDB pays up to 90% of training costs, dependent on the size of the employer’s workforce</b></p>

**For more information about any of SWWDB’s training services for employers, contact:**

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