

Oklahoma Employment Security Commission
Workforce Integrated Programs Division

Memorandum # M-18-2010

To: Local Office Managers

From: Richard Gilbertson, Director
Workforce Integrated Programs Division

CC: Area Managers, WIA Board Staff, Workforce Quality

Date: November 16, 2010

Subject: New workshop services (2 hours or more in duration) in
Oklahoma ServiceLink (OSL)

Message:

Some offices have recently been offering additional workshops on a variety of topics to clients. These workshops are supplemental to those job search workshops that are required for clients enrolled in Reemployment Services and are often being delivered to other clients regardless of enrollment.

- In order to record these services, some new workshops have been added to the Oklahoma Service Link (OSL) service list. The additional workshops will all begin in the services list as "Workshop" followed by a dash and the name of the workshop. The list of workshops is by category whenever possible; however, the actual name of the workshop offered by your office may be different.
 - Workshop - Application & Interviewing
 - Workshop - Computer Basics
 - Workshop - Ex-offenders
 - Workshop - Educational Scholarships
 - Workshop - Job Retention Skills
 - Workshop - Job Searching Skills
 - Workshop - Federal & State Applications
 - Workshop - Resume & Cover Letter Creation
 - Workshop – Intro to PC Applications
- Complete definitions for these workshops will be in the forthcoming revision of OETI # 01-2007 Common Measures Policy/Adult Programs, Attachment A.

- These new workshop services are considered core, staff assisted services.
- Note that while some of these workshops may cover similar material offered in the required job search workshops for Reemployment Services, the workshops should cover additional material, have more in depth material, or involve practice with the subject matter. These additional workshops are not services offered individually. These workshops should be classes delivered by a subject matter expert on formal material that has been constructed with the area and office managers' participation and approval and are of duration of two hours or more. Managers must consult the Workforce Integrated Programs Division for an exception to workshops with less than a two hour duration.
- Any office that is currently offering workshops or considering the possibility of offering workshops that do not appear to fit into one of the workshops listed in this memo should contact the Workforce Integrated Programs Division to have them listed in OSL.

Action Required: Inform appropriate personnel immediately.

Questions: Contact Jon Eller at jon.eller@oesc.state.ok.us or Robyn Coman at robyn.coman@oesc.state.ok.us .