

# How Schools and Community Partners Can Help!



## **What is the Youth Employment Project?**

The Youth Employment Project (YEP) is an opportunity to assist young adults in finding employment, and has been operated by the Workforce Alliance (WA) since 2009. Services to young adults through YEP include pre-employment career exploration, job preparation workshops and connection to employers who are hiring part-time and or temporary summer positions.

## **What can schools and community partners do to introduce YEP to students?**

WA staff will visit classrooms, clubs, or youth groups to present information on how to participate in the YEP program as well as conduct a presentation on the Major Keys to Employment Success. This presentation outlines employment opportunities in the community and introduces information on searching for jobs, filling out job applications, resumes, interviews, job fair tips. Participants will receive information on the YEP Workshop Series, a full day of soft skills and pre-employment training that leads to an Essential Skills Certificate, as well as information on upcoming job fairs targeting teens and young adults.

## **Who is eligible to participate in YEP?**

The YEP application is open to all young adults over age 14, however priority and work experience opportunities will be given to youth ages 16 and over, and some employers can only place those 18 and over. Additionally some special funds are available to serve young adults with barriers or who are low income.

## **Why are work experience opportunities important to young adults?**

Work experience opportunities provide exposure to the workplace, instill leadership and soft-skills, and prepare young adults for success in the local, regional, and global economy. Studies show that work experience can increase academic achievement and career planning. The Work Experience is about more than job placement. Young adults learn about workplace ethics, financial literacy and long-term career opportunities.

The WA provides services to assist young adults in finding employment and assists with the creation of resumes, searching for jobs, and preparing for interviews. Additionally WA recognizes that young adults entering the workforce may need additional education in soft skills, customer service and money management prior to obtaining employment.

## **YEP Components**

YEP consists of a series of Workshops, workshops which will provide the ability to earn an Essential Skills Certificate and access to Work Experience and employment opportunities through Job Fairs.



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## YEP Workshops

The YEP Workshop series includes the following:

Employment Planning and Workplace Etiquette Workshop	Financial Literacy and Money Handling Workshop	Customer Service Workshop
<ul style="list-style-type: none"> <li>Attendance &amp; Punctuality</li> <li>Communication</li> <li>Respect for co-workers</li> <li>Timeliness and breaks</li> <li>Dress code</li> <li>Time Management</li> <li>Telephone etiquette</li> </ul>	<ul style="list-style-type: none"> <li>Personal finances and budgeting</li> <li>Banking overview</li> <li>Money handling and counting back change</li> <li>Confidentiality and personal information</li> </ul>	<ul style="list-style-type: none"> <li>Manners and greetings</li> <li>Service expectations and standards</li> <li>Conflict in the workplace</li> <li>Friendship with co-workers</li> <li>Social media and technology</li> </ul>

For each workshop completed, young adults will earn a digital badge, which can be displayed online through social media accounts or listed on a resume. When all three of the series are completed, the participant will earn a Youth Essential Skills Certificate, which has been recognized by employers in Wichita to identify young adults who are work ready.

## Labor Match and Job Fairs

Assistance will be provided to connect YEP applicants to potential employment opportunities based on their skills and interests. YEP will also host two job fairs in May and June for youth to meet directly with employers who have part-time or summer openings. Many young adults are able to find jobs on their own or by attending a YEP job fair.

## Youth Work Experiences

After attending YEP Workshops, many young adults are able to find jobs on their own or by attending a YEP job fair. Others will be identified for potential work experiences through YEP based on employer and interest matches.

Applicants not selected for YEP placements can continue with job search and have direct contact with hiring employers the Workforce Center. This includes resume writing and interviewing workshops, various job search training sessions, as well as receiving information about job postings and hiring events.

**How can schools and community partners get involved or find more Information?** For more information on the YEP contact Amanda Duncan at 316-771-6661 or by email [amandaduncan@workforce-ks.com](mailto:amandaduncan@workforce-ks.com). Visit [www.workforce-ks.com/yep](http://www.workforce-ks.com/yep) to learn more about YEP and to sign up!

Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities. Any individual with a disability may request accommodations by contacting the Disability Resource Coordinator at the WorkforceCenters, 316-771-6800, TDD: 711 or 1-800-766-3777, [mfink@workforce-ks.com](mailto:mfink@workforce-ks.com)). Requests should be made at least five (5) working days in advance of the event.



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