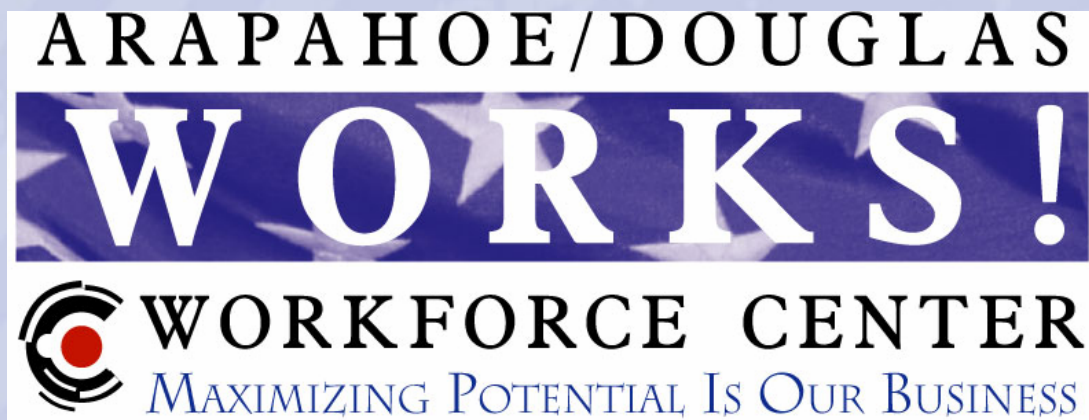


ONLINE WIA Program Information

The following is information about the WIA program and steps required for participants in the WIA program at A/D Works!



WIA Information

- The following [Online Informational Session](#) is intended to provide you with WIA program information and steps required to become enrolled in the WIA program.
- [Informational Sessions](#) are also available at ADW on Mondays from 10:30-11:30 a.m.
- You must register with www.connectingcolorado.org prior to attendance. This can be done in the Workforce Center.

WIA AIM Workshop Schedule Update!!!

Attention:

Beginning 3/16/09

The WIA AIM Workshop Schedule has been changed. Please make sure you have the updated schedule that is now available.

All Assessments will be administered through the Business and Assessment Center at ADW!
See Assessment schedule below.

Workforce Investment Act (WIA)

WIA is a Federally funded program designed to assist participants with finding and retaining employment. (WIA is an employment program not a TRAINING assistance program)

WIA can:

- Assist with intensive job search
- Provide job leads
- Offer employment readiness workshops and assessments to assist you with your employment search and career readiness
- Assist with training for participants that **lack** marketable or possess outdated skills.

There are several steps required for interested applicants

- First: You must Register with www.connectingcolorado.com as a Job seeker.
- You can attend an **optional** informational session to see if WIA is appropriate for you. (**This online slide show is considered an informational session**) Information sessions are not considered as a completed workshop for Intake session requirements.
- You must participate in the required workshops offered at ADW! Click on the following links for the workshop [descriptions](#), [schedule](#) and [checklist](#).

There are several steps required for interested applicants continued..

- After completing the required workshops, you will need to attend a WIA Intake session at ADW!
- After completion of the Intake session you will be given a Workforce Specialist's information to schedule an individual orientation. At that meeting the Workforce Specialist will go over your personal information and marketability.

WIA AIM Workshops

- Workshops are available Monday-Friday.
- If you are interested in WIA services you must complete the required workshops. Any workshops offered at ADW! that fit the descriptions may be substituted for AIM workshops.
- You must complete 1 of the Assessments offered at ADW! in the [Business and Assessment Center](#).
- You must complete 1 of the Individual Pathways Workshops offered at ADW!
- You must complete 2 of the Marketability Workshops offered at ADW!
- Workshops not presented at ADW! will be allowable if it correlates with an WIA AIM workshop category. Any questions should be directed to the WIA supervisor.

Assessments offered at ADW!

One must be completed prior to Intake Session

- CHOICES
- Career Decision Making
- ASVAB (Offered twice monthly)
- Prove It!
- WorkKeys
- Microsoft Tutorials
- Colors Assessment
- Self-Directed Search

Please check with the Business and Assessment Center for a calendar of assessment offerings.

Individual Pathways Workshops offered at ADW!

One must be completed prior to Intake Session

- Job Search Toolkit
- LMI Gateway
- Goal Setting
- Financial Aid
- Expanding Employment Opportunities
- Budgeting
- Best Employment Practices
- ONET

Any workshops offered at ADW! that fit the descriptions may be substituted for AIM workshops.

Marketability Workshops

Two must be completed prior to Intake Session

- Cover Letter
- Retention & Advancement
- Electronic Applications and Resumes
- Salary Negotiation
- Interviewing
- Targeting Emerging Industries
- Job Readiness
- Transferable Skills
- Networking/Hidden Job Market
- US Business Culture
- Resume/Resume Critique

Any workshops offered at ADW! that fit the descriptions may be substituted for AIM workshops.

WIA Intake Session

Fridays 10:30-11:30am at ADW!

- Will receive initial WIA paperwork
- Will be assigned to a Workforce Specialist (WFS)
- Must schedule an appointment with WFS for an individual orientation.
- **Customers must present a completed Workshop Checklist to attend. If you have any questions please call 303-636-1160 and ask to speak to the WIA program supervisor.**

Documentation Needed for WIA

- State Identification
- Social Security Card
- DD-214
- Selective Service verification
- Letter of Layoff (If applicable)
- Unemployment Insurance Verification (Notice of Decision, Monetary Determination letter)
- Job Search Log

Individual Orientation

- Complete WIA paperwork
- Create Individual Employment Plan and program pathway through intensive job search assistance and/or occupational research.
- Discuss Career/Job Search with Workforce Specialist (WFS).
- Discuss Career Plan with WFS.

Thank you for completing the online informational session.

- For additional assistance please feel free to attend an informational session at ADW to have any questions or concerns addressed.