

Partners in Training

What is JOBS?

JOBS Training is a program designed to help both workers and employers: helping workers secure and keep jobs, and helping employers find good workers. The various services offered through JOBS Training are funded through an innovative marriage of federal, state, and private interests and resources. The primary focus is on providing job opportunities for people who, for one reason or another, have had difficulty securing good jobs through traditional channels. Under JOBS Training, the private business community has assumed major administrative and operational responsibilities. In all Maine counties except Cumberland, these responsibilities are borne by the Maine 15-County Private Industry Council, a group comprised primarily of business people from a diversity of business and geographic regions of the state, thus assuring that the program responds to local labor market conditions.

What is Offered to Employers?

The bottom line goal of the program is to provide job-ready employees who are eager to go to work.

In addition to standard training curricula, programs can be designed to specifically assist individual employers. Under the On-the-job Training Program, employers can have up to 50% of a new employee's starting hourly wage paid by the JOBS Training Program while training is taking place.

What Programs are Offered to Employees?

■ Educational Skills Program

For many workers, all that stands in the way of finding good, secure jobs are inadequate reading and mathematics skills, or a high school diploma or its equivalent.

JOBS Training has training programs to address those needs.

■ Job Skills Training

Specific jobs require specific skills. Through Vocational Technical Institutes, secondary vocational education centers, adult ed, and other institutions, training in such specific job skills as clerical,

culinary arts, nurses' aide, welding, carpentry, and construction trades are offered through contracts with the JOBS Training program.

■ On-the-Job Training (OJT)

Many employers need to train their workers for job-specific tasks. Recognizing that the work-site needs of every employer are unique, JOBS Training offers flexible on-the-job training programs for positions such as machine operator, secretary, daycare aide, and construction worker.

■ Employability Training

Many job-seekers need assistance on very basic issues such as where and how to find a job, how to write a resume, and how to *keep* a job. The JOBS Training program helps answer those and the full range of associated questions.

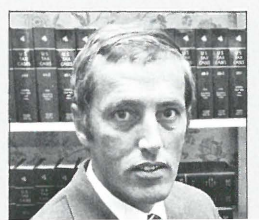
■ Supportive Services

JOBS Training can even help solve transportation and daycare problems, and help in buying training books and equipment required by trainees to get and hold jobs.

Who is Eligible?

JOBS Training services are available to a wide range of job-seekers. Specific criteria have been established by law, and eligibility details are available from any of the 21 local JOBS offices throughout the 15-County area.

What Are Participants Saying?



or contact any one of our local JOBS
Training offices.

**Aroostook County Action Program
(ACAP) JOBS Training Offices**
Presque Isle 764-3721
toll-free 1-800-432-7881
Houlton 532-9526
Madawaska 728-6345

**Rockland 594-9576
Belfast 338-5158
Damariscotta 563-8697/882-7051**

**Training and Development Corporation
(TDC) JOBS Training Offices**
Bangor 945-9431
Millinocket 723-8173
Patten 528-2263

**Rumford 364-3738
Lewiston 795-4060**

Washington JOBS Training Office
Machias 255-3428

York JOBS Training Office
Biddeford 282-7543

A Message from The Governor

One of the great challenges we face in Maine is to train and re-train our workforce for the demands imposed by a constantly changing economy. The importance of an effective training system to both individual workers and the entire business community cannot be overstated. The prosperity of us all depends increasingly on the skills individual workers bring to their jobs. Through cooperative action the JOBS Partners in Training Program brings together public and private resources to address the training needs of our workers. I encourage both employers and workers to learn more about, and to take advantage of, the many services available under this program.



John R. McKean, Jr.

A Message from The Private Industry Council



ROLAND SUTTON—Co-Chairman



STEPHEN R. CROCKETT—Co-Chairman

The Maine 15-County Private Industry Council has provided training to thousands of Maine businesses and workers since 1984. We are proud of our record of accomplishment in training and placing workers in private businesses. Please call and let us know how the JOBS—Partners in Training Program can serve you.

Roland Sutton *Stephen R. Crockett*

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Augusta, ME 04330
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