



Division of Criminal  
Justice Services



OFFICE OF PROBATION AND  
CORRECTIONAL ALTERNATIVES  
PRESENTS  
LUNCH & LEARN



***Ready, Set, Work!, Career University—Advancing to the  
Next Level, and Retention Counts!***

June 9, 2021

# OWDS Training Modules

- Career Development Theory and Application
- Understanding and Using Facilitation Skills
- Role of Assessment in Career Planning and Job Placement
- Instruction and Group Facilitation
- Designing and Implementing Training and Work Development Services
- Barriers to Employment
- Ethics and the Career Development Facilitator
- Transition Interventions for the Offender Population
- Job Seeking and Employability Skills
- Job Retention
- The Role of Information and Computers in Career Planning



# The Process

- Only certified OWD Specialists can facilitate ***Ready, Set, Work!, Career University-Advancing to the Next Level, and Retention Counts!***
- Administration support is key to successful implementation.
- Collaboration and relationship with referral sources.
- Participant buy-in.



# ***Ready, Set, Work!*** ***(RSW!)***

An Employment Readiness Intervention for  
Individuals with Criminal Histories



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# What is *Ready, Set, Work!*

A 20-hour job readiness course endorsed by DCJS that is a **collaborative** effort of NYS DCJS, NYS DOL, County Probation Departments, Community Organizations, local employers, and the clients with whom we work.



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# ***RSW!*** Curriculum

- Module 1-Assessments
- Module 2- Legal Issues and Financial Incentives
- Module 3- Applications
- Module 4-Interviews
- Module 5- Budget Planning
- Module 6-Employer Expectations
- Module 7-Barriers and Resources
- Module 8- Job Retention
- Module 9- Job Search
- Module 10-Career Center Tour/NYS DOL JobZone Site



## ***Voices from the Field***

- Brian Marrale, Niagara County Re-Entry Task Force
- Dwight Stephenson, Osborne Association



# ***Career University-Advancing to the Next Level***

A Career Readiness Intervention for Justice-  
Involved Youth-ages 14-24



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# Curriculum Details

## ***(Career University-Advancing to the Next Level)***

- Twelve modules held as sessions.
- Two modules (Career Assessments and Interviews) expanded to two sessions each.
- Two hours devoted to each session.
- Total Curriculum Hours= 28.



# Curriculum Modules

- Module 1: Career Assessments
- Module 1a: Career Assessments
- Module 2: Legal Issues and Financial Incentives
- Module 3: Work and Education
- Module 4: Entrepreneurship
- Module 5: Applications
- Module 6: Interviews
- Module 6a: Interviews



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# Curriculum Modules (continued)

- Module 7: Budget/Spending Plan
- Module 8: Employer Expectations
- Module 9: Barriers and Resources
- Module 10: Job Retention
- Module 11: Job Search
- Module 12: Using the Local Career Center (CareerZone)



## ***Voices from the Field***

- Ron “Cook” Barrett, Albany County Probation
- Craig MacNeil, Albany County Probation



# ***Retention Counts!***

An Employment Retention Intervention



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# *Retention Counts!*

- Proposed 16-hour intervention for **RSW!** graduates
- Role modeling and skill building
- Participants address problems they encounter once employed
- Strategies developed to recognize and deal with these problems.
- Addresses personal or family issues
- Upcoming webinar summer 2021



# *Retention Counts! Modules*

- Resolving Workplace Conflict
- Effective Communication in the Workplace
- Workplace Culture and Workplace Ethic
- Decision Making and Problem Solving
- Workplace Productivity and Advancement
- Money Management
- Managing Workplace Stress
- Your Personal Best!



# Contact Information

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# Questions?



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