

Resource: Job Training Programs

1. Just Bakery –Madison Urban Ministry

2115 S. Park Street Madison, WI 53713 Phone: [\(608\) 256-0906](tel:6082560906)

Just Bakery is a 16 week educational and vocational training program. The program works with individuals who are experiencing significant barriers to employment (homelessness, criminal conviction history, lack of education, and/or a lack of work history or skills) and who have an interest in baking or culinary arts as a career pathway.

Just Bakery utilizes a curriculum developed in collaboration with faculty from Madison College’s Baking and Culinary Arts programs. Just Bakery offers Life Skills education, baking math and tutoring, food science, food safety and ServSafe Certification, and teaches commercial baking skills in a commercial grade kitchen with students actually helping to produce a line of bakery products for sale in the community. Students also gain sales and marketing experience by working side by side with program staff in a variety of sales venues, learning customer service skills and becoming comfortable answering questions about the product. All proceeds from Just Bakery sales are reinvested in the program and have allowed us to hire four of our own graduates to work in the program both on the instructional side and the production side of the program.

Program graduates can also take an exam to earn a Certificate of Training from the WI Baker’s Association and through an agreement with Madison College, students can earn college credit. In addition to their coursework, students also receive case management and assistance with job placement and retention, and job coaching.

2. Foundations Work Readiness Academy –Urban League of Greater Madison

2222 S. Park Street, Ste. 200 Madison, WI 53713 Phone: 608-729-1200

This 100-hour training academy develops the core competencies and behaviors needed to obtain and retain employment along a career pathway. The program readies individuals for our individualized job placement and coaching support or Advanced Skill Training Academies.

2. Classroom Learning Academy for Student Supports (CLASS) –Urban League of Greater Madison

2222 S. Park Street, Ste. 200 Madison, WI 53713 Phone: 608-729-1200

CLASS is an intensive program that will prepare participants to become para-educators (entry level teacher’s assistants, support persons, and/or substitute teachers). Para-educators are the highest-demanded positions in Madison area school districts, particularly in special education classrooms. CLASS will typically run in late July and mid-October with full-time day and part-time night options, but please contact us directly for the most up-to-date information on CLASS schedules. For more information, including how to apply, please click the link above. Space is limited, so apply today!

3. Healthcare Administrative Training Academy-Urban League of Greater Madison

2222 S. Park Street, Ste. 200 Madison, WI 53713 Phone: 608-729-1200

Prepares individuals for administrative and clerical careers in the high-demand health care sector. Participants earn Madison College credits, including Medical Terminology, Health Care Customer Service, and Health Care Privacy. We are the only pre-employment program to offer Epic Software training

4. Customer & Sales Service Academy-Urban League of Greater Madison

2222 S. Park Street, Ste. 200 Madison, WI 53713 Phone: 608-729-1200

The Customer Service & Sales Academy is an intensive, 6-week program that is a part of the Urban League of Greater Madison's industry specific workforce training program. We recognize that providing exceptional customer service and using effective sales skills to fulfill customers' needs are driving forces behind economic health and growth in Dane County. Because customer service and sales are critical factors in the sustainability and growth of so many economic industries, the Urban League strives to help local employers build a diverse, world-class workforce while simultaneously providing employment training and opportunities to unemployed and underemployed individuals

5. IT Careers Academy –Urban League of Greater Madison

2222 S. Park Street, Ste. 200 Madison, WI 53713 608-729-1200

Through a partnership with UW Madison and Charter Communications the IT Careers Academy prepares individuals for entry level IT Help Desk positions. This seven week course provides paid work experience as well as entry level training including hardware, software, networking, security, audio/visual equipment, and Help Desk operations which provide a foundation for other IT careers

6. Culinary Creations Catering

1862 Beld St. Madison WI 53713 Phone: 608-661-3512

Catholic Multicultural Center offers on-the-job training and a nationally-recognized food safety certification to individuals motivated to learn new skills, obtain and maintain employment. Individuals may complete an application at the CMC front desk and the coordinator will respond with information about the next class starting date, supports, and eligibility. Wherever our trainees come from, they'll have support to improve their communication and confidence, knowledge and skills in a commercial kitchen, and earn a stronger connection to careers in the community.

7. Foundations for the Trades Academy-Urban League of Greater Madison

2222 S. Park Street, Ste. 200 Madison, WI 53713 Phone: 608-729-1200

In partnership with the Workforce Development Board of South Central Wisconsin, the WorkSmart Network Operation Fresh Start and the START Program, Foundations for the Trades is an apprenticeship readiness program designed to help prepare individuals for a career in the construction and utilities industry. During the Academy's 7-week training program, participants will focus on learning important industry skills and concepts and have a chance to apply new skills during a hands-on experience. The program consists of training in blueprint reading, using hand and power tools on a work site, construction math and measuring, obtaining the OSHA 10 certification, a national Flagging certification, and First Aid/CPR training, apprenticeship exam prep, and employability skills. Upon program completion, the Foundations for the Trades Academy program partners assist participants in taking the next steps toward pursuing an apprenticeship or employment in the field. (More information is available at <http://wdbscw.org/foundations-for-the-trades-academy/>.)

8. Construct-U -YWCA

YWCA Empowerment Center, located at 3101 Latham Drive Madison, WI

A training program that prepares people for careers in the skilled trades and road construction industry.

We offer our job training programs at the YWCA Empowerment Center. If you are interested in one of the job training programs listed above, please complete an application or contact YWCA Empowerment Center staff at 608-257-1436, option 2.

9. Driver's License Recovery –YWCA

YWCA Empowerment Center, located at 3101 Latham Drive Madison, WI

The Construct-U curriculum is designed to meet you where you're at. It's tailored to your needs, skill

level, and career interests. The program starts with a two-week Job Readiness class, where you'll work on the following:

- job search skills, including completing applications, writing resumes, and completing interviews
- technical skills, including computer training and math tutoring
- soft skills, including communication, conflict resolution, and teamwork
- career assessments
- introduction to financial education
- information about training opportunities offered at the YWCA Madison and elsewhere in the community.

After the Job Readiness class, you'll start training for work in the road construction industry and the skilled trades in the Construct-U class series. You'll learn new skills through hands-on work and classroom training. The program works with you to pave a clear path to apprenticeships in the construction field of your choice. Upon completion, you'll receive several certifications, including a Wisconsin flagger's certification. You'll be referred directly to construction employers and apprenticeship programs to jump-start your career. This program is a collaborative effort between community-based organizations, trade associations, labor unions, government, and contractors.

Construct-U Program requirements

- At least 18 years of age
- Valid driver's license with good driving record
- Reliable transportation to various work sites in Southern Wisconsin
- Ability to work a minimum of 40 hours per week
- Physically able to do strenuous labor in extreme weather conditions
- Math and reading comprehension at a minimum of a sixth-grade level
- Ability to work independently and safely
- Ability to pass a drug and alcohol test

How to Get Started

In order to be eligible for enrollment, you must complete the following steps:

Complete an application—Download the application [here](#).

Attend an orientation.

Attend an interview.

We offer our job training programs at the YWCA Empowerment Center. If you are interested in one of the job training programs listed above, please complete an application or contact YWCA Empowerment Center staff at 608-257-1436, option 2.

10. Driving Customer Service-YWCA

YWCA Empowerment Center, located at 3101 Latham Drive Madison, WI

The Driving Customer Service curriculum begins with 40 hours of training on soft skills with the goal of giving individuals the foundation they need to succeed in employment. This foundation is enhanced by 20 hours in a choice of two customer-service focused tracks—either driving and safety training with the YW Transit program or training tailored to TASC customer service and taught in partnership with staff from TASC.

The class will meet all together with instructors from the YWCA and TASC Monday through Friday from 9

a.m. to 1 p.m. for two weeks of classroom instruction. During the first week, participants will strengthen their job search skills (applications, resumes, interviews) and "soft skills" (communication, conflict resolution, attitude, responding to feedback, teamwork). The second week of classroom instruction will focus specifically on customer service training, including trauma-informed care and cultural competency skills.

YW Transit Training Track

YW Transit provides transportation for people to get to and from work for a low monthly fee as well as contracted rides in the community. Students in this track must be able to pass the caregiver background check and the YWCA's insurance screening.

After the first two weeks of general training, YW Transit track students will receive additional YWCA customer service and driving training from 1:30-3:30 pm during those two weeks, including: safety instruction for drivers, defensive driving, installation of car seats, CDL permit instruction and test preparation with YW Transit staff as well as job shadowing and driving practice under YW Transit Driver supervision. Upon successful completion of the program, YW Transit graduates will be eligible for a part-time position with YW Transit working up to 19 hours per week.

TASC Training Track

TASC is an industry-leading third party administrator of employee benefits. Customer Care Specialists at TASC provide phone and written customer service to clients and participants across the country. Students in this track must authorize a criminal background check and have the ability to provide exceptional customer service using multiple computer programs.

After the first two weeks of general training, TASC track participants will continue meeting from 9-1 each day for a third week to receive specific training with TASC trainers to prepare for work in TASC's call center, including a field trip to TASC, and some simulated practice calls and software navigation. Upon successful completion of the program, TASC participants will be eligible for full-time customer service positions with TASC.

We offer our job training programs at the YWCA Empowerment Center. If you are interested in one of the job training programs listed above, please complete an application or contact YWCA Empowerment Center staff at 608-257-1436, option 2.

11. YWeb Career Academy-YWCA

YWCA Empowerment Center, located at 3101 Latham Drive Madison, WI

YWeb Career Academy (YWebCA) is an exciting new web development career training program for women and people of color ages 17 to 25: groups underrepresented in the technology field. Through this program, graduates will have access to careers with family-sustaining wages and will help meet the labor market gap that threatens the tech industry in Wisconsin. The next class session is August 29 to December 9, 2016. People using the Dane County FoodShare Employment and Training program can participate in YWebCA to meet their work requirement for FoodShare.

ABOUT

YWeb Career Academy (YWebCA) is a training program that targets women and people of color who are underrepresented in technology careers. The goal of YWebCA is to prepare students for family-sustaining jobs while meeting a gap in the labor market for these positions. YWebCA provides instruction in front end web development skills including HTML, CSS, JavaScript, and Git, UX design, and project management. In addition, the class covers job readiness, team building, and hands-on learning in

computer programming.

HOW THE PROGRAM WORKS

Each cohort is composed of 20–25 students. The program includes 400 hours of intensive technical training. Students are expected to complete job-related projects and work outside of class time and to be actively engaged in the learning process.

Students also receive soft skills training, including situational workplace judgment, active listening, communication skills, and problem solving. Hard skills, such as technical training, are required to get a job but people skills will open future doors and assist in sustaining and building relationships.

We offer our job training programs at the YWCA Empowerment Center. If you are interested in one of the job training programs listed above, please complete an application or contact YWCA Empowerment Center staff at 608-257-1436, option 2.

12. FSET – Forward Service Corporation

Resources: Bus Passes, Case Management, Food Stamps, Job Training Programs, Safe Rides to and from Work

Phone: 608-216-7605

Website: www.fsc-corp.org

Address: 1819 Aberg Avenue, Madison, WI 53704

Description: If you receive FoodStamps, then you qualify for the FSET (FoodShare Employment and Training) program. It can help you find and keep a great job. Our dedicated staff is here to help you with:

- Job search
- Career planning
- Job training and education
- Work experience to learn skills
- Help with transportation or childcare
- Referrals to other services
- Job retention assistance

It's free, it works, and it can help you get a job that works for you and your family.

13. Wisconsin Works (W-2) – Forward Service Corporation

Resources: Bus Passes, Case Management, Families, Job Training Programs, Safe Rides to and from Work

Phone: 608-216-7605

Website: www.fsc-corp.org

Address: 1819 Aberg Avenue, Madison, WI 53704

Description: If you're a parent having trouble making ends meet or have a disability that gets in the way of keeping a job, Wisconsin Works can help. Wisconsin Works (W-2), is a job-based program that provides cash assistance to eligible parents to help you prepare for a career. Through Wisconsin Works, you may be able to get:

- Connection to employers
- Work experience to develop valuable skills
- Skills training
- Caring career guidance
- Help in applying for Social Security benefits
- Help with transportation to interviews and/or work