ON-THE-JOB TRAINING

AN AMERICAN JOB CENTER & EMPLOYER PARTNERSHIP THAT WORKS!
WHAT IS OJT?

• SEC. 3 (44) THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DEFINES ON-THE-JOB TRAINING (OJT) AS:

  THE TERM “ON-THE-JOB TRAINING MEANS TRAINING BY AN EMPLOYER THAT IS PROVIDED TO A PAID PARTICIPANT WHILE ENGAGED IN PRODUCTIVE WORK IN A JOB THAT –

• PROVIDES KNOWLEDGE OR SKILLS ESSENTIAL TO THE FULL AND ADEQUATE PERFORMANCE OF THE JOB;

• IS MADE AVAILABLE THROUGH A PROGRAM THAT PROVIDES REIMBURSEMENT TO THE EMPLOYER OF UP TO 50 PERCENT OF THE WAGE RATE OF THE PARTICIPANT, EXCEPT AS PROVIDED IN SECTION 134(C)(3)(H) (UP TO 75 PERCENT), FOR THE EXTRA ORDINARY COSTS OF PROVIDING TRAINING AND ADDITIONAL SUPERVISION RELATED TO THE TRAINING; AND

WHAT ARE THE REQUIREMENTS OF OJT?

680.700 OF THE FEDERAL REGULATIONS:

• OJT IS PROVIDED UNDER CONTRACT WITH AN EMPLOYER OR REGISTERED APPRENTICESHIP PROGRAM SPONSOR
  • EMPLOYER CAN BE PUBLIC, PRIVATE NON-PROFIT, OR PRIVATE SECTOR
• OJT MAY NOT BE ENTERED INTO WITH AN EMPLOYER WHO UNDER PREVIOUS CONTRACTS EXHIBITED A PATTERN OF FAILURE
  • FAILURE TO PROVIDE CONTINUED LONG-TERM EMPLOYMENT WITH WAGES AND BENEFITS AS OTHER EMPLOYEES
• MUST BE LIMITED TO PERIOD OF TIME REQUIRED FOR THE PARTICIPANT TO BECOME PROFICIENT IN THE OCCUPATION BEING TRAINED FOR CONSIDERING
  • SKILL REQUIREMENTS OF THE OCCUPATION
  • ACADEMIC AND OCCUPATIONAL SKILL LEVEL OF PARTICIPANT
  • PRIOR WORK EXPERIENCE
  • PARTICIPANT IEP
680.710 OF THE FEDERAL REGULATIONS

- OJT CONTRACTS MAY BE WRITTEN FOR ELIGIBLE EMPLOYED WORKERS WHEN:
  - THE EMPLOYEE IS NOT EARNING A SELF-SUFFICIENT WAGE OR WAGES COMPARABLE TO HIGHER THAN WAGES FROM PREVIOUS EMPLOYMENT
  - THE REQUIREMENTS OF 680.700 ARE MET; AND
  - OJT RELATES TO INTRODUCTION OF NEW TECHNOLOGIES, NEW PRODUCTION OR SERVICE PROCEDURES, UPGRADING TO NEW JOBS THAT REQUIRE ADDITIONAL SKILLS, WORKPLACE LITERACY OR OTHER APPROPRIATE PURPOSES IDENTIFIED BY THE LOCAL WDB.
WHAT CONDITIONS GOVERN OJT PAYMENTS?

- OJT PAYMENTS ARE DEEMED TO BE COMPENSATION FOR EXTRA ORDINARY COSTS ASSOCIATED WITH TRAINING PARTICIPANTS AND POTENTIALLY LOWER PRODUCTIVITY DURING OJT

- EMPLOYERS MAY BE REIMBURSED UP TO 50% OF WAGE RATE (UP TO 75% UNDER 680.730) FOR EXTRA ORDINARY COST OF PROVIDING TRAINING AND ADDITIONAL SUPERVISION

- EMPLOYERS ARE NOT REQUIRED TO DOCUMENT SUCH EXTRA ORDINARY COSTS.

LWDA 12 USES A “PERFORMANCE BASE” OJT PAYMENT METHOD. COMPANY IS ONLY PAID IF EMPLOYEE COMPLETES THE OJT.
SERVICES
• JOBS4TN ONLINE
  • POST JOB OPENINGS
  • SEARCH FOR QUALIFIED CANDIDATES
  • AUTOMATIC NOTIFICATION OF QUALIFIED CANDIDATES
• SCREENING & RECRUITMENT SERVICES
  • JOB FAIRS & CUSTOMIZED HIRING EVENTS
  • APPLICANT SCREENING
  • ASSESSMENTS
    • NATIONAL CAREER READINESS CERTIFICATE
    • VARIOUS OTHER ASSESSMENTS
    • EVENT & MEETING ROOM SPACE
• MOBILE CAREER COACH
• LABOR MARKET INFORMATION

GRANTS
• ACT WORKKEYS JOB PROFILING
  • INTENSE ANALYSIS OF WORKPLACE SKILLS & SKILL LEVELS NEEDED - $2000 (NO CHARGE TO EMPLOYER)
• FAST TRACK JOB TRAINING ASSISTANCE
  • COORDINATED WITH ECONOMIC & COMMUNITY DEVELOPMENT FOR NEW OR EXPANDING COMPANY - $ VARIES
• ON-THE-JOB TRAINING
  • UP TO ½ OF WAGES FOR INEXPERIENCED NEW HIRES
• INCUMBENT WORKER TRAINING
  • UP TO $25,000 AWARDED FOR SKILL UPGRADES
• WORK OPPORTUNITY TAX CREDIT
  • VARIOUS TAX CREDITS FOR NEW HIRES FROM SPECIFIC TARGET GROUPS
• OJT EMPLOYERS RECEIVE UP TO 50% OF WAGE REIMBURSEMENT FOR A SHORT TRAINING PERIOD FOR NEW HIRES WHO DO NOT HAVE ADEQUATE EXPERIENCE IN THE OCCUPATION & COMPANY WORK PROCESSES.

• ON-THE-JOB TRAINING GRANTS ENSURE COMPANY NEW HIRES LEARN COMPANY WORK PROCESSES – THE COMPANY WAY!
THE OJT PARTICIPANT RECEIVES THE SAME WAGES AND BENEFITS AS OTHER EMPLOYEES IN SIMILAR JOB.

THE OJT PARTICIPANT, WHO MIGHT NOT HAVE BEEN HIRED DUE TO LACK OF EXPERIENCE & SKILLS, RECEIVES AN OPPORTUNITY TO “LEARN & EARN” ON THE JOB!
HOW DO WE FIND OJT EMPLOYERS?

• CURRENT PRACTICES FOR ESTABLISHED RELATIONSHIPS
  • WORK WITH ECD, INDUSTRIAL BOARDS & CHAMBERS ON NEW OR EXPANDING INDUSTRY
  • JOB ORDERS CALLED IN TO AJC (WOULD THEY CONSIDER AN INEXPERIENCED APPLICANT?)
  • REVISIT JOB ORDERS NOT FILLED WITH EXPERIENCE APPLICANTS
  • INCREASE AWARENESS WITH EMPLOYER GROUPS – SPEAKING ENGAGEMENTS & MEMBERSHIPS TO ORGANIZATIONS SUCH AS SHRM, ROTARY, INDUSTRIAL BOARDS
  • PROVIDING A VARIETY OF BUSINESS SERVICES – JOB FAIRS, JOB PROFILING, NCRC TESTING, IW GRANTS, ETC.
  • COLD CALLS TO EMPLOYERS – HOW CAN WE MEET THEIR NEEDS
  • NEWSPAPER AND OTHER MEDIA OUTLETS – WEBSITE, FACEBOOK, CHAMBER BLASTS, ETC.

• GAINING NEW BUSINESS
  • ASK FOR REFERRALS FROM CURRENT OJT PARTNERS
  • FEATURE EMPLOYER TESTIMONIALS ON MARKETING MATERIALS
How do we find OJT Employers?

Facebook: Over 800 page likes, 500 shares & 36,000 people reached in one week!
HOW TO FIND BUSINESSES – CAREER ONE STOP

www.careeronestop.org

About this data

The Business Finder includes contact information for nearly 12 million employers. Please note that not all businesses you locate are currently hiring. Use the contact information to learn about current openings.

Business information is provided by Infogroup®, Omaha, NE, 800-555-5211. Copyright © 2015. All Rights Reserved.

Use the Business Finder to locate businesses that may be hiring in your field.

Get started by entering a business name, industry, or occupation, and a location below.

Search by Business Name, Industry, or Occupation

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dyersburg, TN</td>
</tr>
</tbody>
</table>
### Mc Clure Trucking Inc

<table>
<thead>
<tr>
<th><strong>Address:</strong></th>
<th>1814 State Hwy E COOTER, MO 63839</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mailing Address:</strong></td>
<td>PO Box 72 COOTER, MO 63839-0072</td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>573-695-2222</td>
</tr>
<tr>
<td><strong>Key Contact:</strong></td>
<td>Jerry Mc Clure</td>
</tr>
<tr>
<td><strong>Title:</strong></td>
<td>Owner</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Trucking-Heavy Hauling</td>
</tr>
<tr>
<td><strong>Industry Code:</strong></td>
<td>484200</td>
</tr>
<tr>
<td><strong>Industry:</strong></td>
<td>Specialized Freight Trucking</td>
</tr>
</tbody>
</table>

**Distance:** 24.0 Miles
OJT CONTRACT PROCESS

PRE-AWARD
DOCUMENT THE COMPANY COMPLETED TO GATHER BASIC EMPLOYER INFORMATION FOR CONSIDERATION FOR OJT CONTRACT
MUST BE SIGNED BY THE COMPANY SIGNATORY AUTHORITY

P-A REVIEW & APPROVAL
STEP-BY-STEP REVIEW PROCESS OF PRE-AWARD TO DETERMINE IF COMPANY QUALIFIES FOR OJT CONTRACT
COMPLETED & SIGNED BY BUSINESS SERVICES, APPROVED BY FISCAL DIRECTOR AND WIOA EXECUTIVE DIRECTOR

EMPLOYER ASSURANCES
LEGAL BINDING DOCUMENT THAT PROVIDES INFORMATION TO THE COMPANY AND PROVIDES ASSURANCE THE COMPANY WILL COMPLY WITH PROVISIONS IN THE DOCUMENT, LOCAL, STATE AND FEDERAL REGULATIONS AND LAWS
MUST BE SIGNED BY THE COMPANY SIGNATORY AUTHORITY

LWDA 12 does not award funds to the company at this point in the process
OJT PRE-AWARD

• COMPANY DOCUMENTS THE FOLLOWING INFORMATION:
  • BASIC COMPANY INFORMATION
  • COLLECTIVE BARGAINING AGREEMENT
  • OPERATIONAL DATE & DOCUMENTED COMMITMENT IF <120 DAYS
  • # EMPLOYEES, CURRENT & PLANNED
  • STATUS OF ANY LAY-OFFS/DISLOCATIONS
  • PROPOSED TRAINING SITE
  • WORKMEN’S COMPENSATION
  • BRIEF NARRATIVE OF PROPOSED TRAINING
PRE-AWARD REVIEW & APPROVAL

- Business Services Coordinator verifies the following information:
  - Pre-Award completed & signed
  - Coordination any collective bargaining
  - New employer – date &/or documentation of investment
  - Layoff/dislocation status
  - Workman’s compensation (expire date)
  - Proposed training plan included
  - Job descriptions/training plan (may be submitted post approval, prior to placement)
  - Ability/resources to perform training – tour facility, etc.
  - Failure to perform
  - Grievance procedure
EMPLOYER ASSURANCES

• A LEGAL BINDING DOCUMENT INCLUDING:
  • PURPOSE
    • PROVIDE INFORMATION TO COMPANY ON OJT PROGRAM AND WIOA
    • PROVIDE ASSURANCE COMPANY WILL COMPLY WITH PROVISIONS, LOCAL, STATE AND FEDERAL OJT REGULATIONS
  • TERMS
    • THE LESSER OF ONE YEAR OR THE EXPIRATION OF DATE OF WORKMAN’S COMPENSATION COVERAGE
  • CONSIDERATION
    • PAYMENT TO BE AUTHORIZED VIA WIOA OJT PARTICIPANT NEEDS ASSESSMENT
    • AMOUNT SHALL NOT EXCEED MAXIMUM SPECIFIED ON WIOA OJT PARTICIPANT NEEDS ASSESSMENT
    • AMOUNT PAYABLE ONLY UPON COMPLETION OF TOTAL NUMBER OF OJT HOURS (PERFORMANCE BASED)
EMPLOYER ASSURANCES, CONT.

• ASSURANCES AND CERTIFICATIONS
  • INCLUDES 44 PROVISIONS OF COMPLIANCE, INCLUDING THE FOLLOWING:
    • EMPLOYER REQUIRED TO PLACE A JOB ORDER IN WWW.JOBS4TN.GOV
    • PARTICIPANT MUST BE AUTHORIZED BY LWDA BEFORE BEING EMPLOYED BY EMPLOYER
    • NO CURRENTLY EMPLOYED WORKER CAN BE DISPLACED OR LAYOFFS EXIST IN SIMILAR POSITIONS
    • OJT EMPLOYEES SHALL BE COMPENSATED (WAGE & BENEFITS) AS SAME RATE AS SIMILARLY SITUATED EMPLOYEES
    • NO WIOA FUNDS CAN BE USED TO CONTRIBUTE TO RETIREMENT PLANS
    • ALL OJT PARTICIPANTS MUST BE FULL-TIME EMPLOYEES (NOT LESS THAN 30 HOURS PER WEEK)
    • OJT PARTICIPANTS MAY NOT BE EMPLOYED ON CONSTRUCTION, OPERATION OR MAINTENANCE OF ANY FACILITY USED FOR SECTARIAN INSTRUCTION OR A PLACE OF WORSHIP
EMPLOYER ASSURANCES, CONT.

• EMPLOYMENT OR EMPLOYEE LEASING AGENCY (STAFFING/HR) – MUST PROVIDE PERMANENT ON-GOING EMPLOYMENT AND HAVE DOCUMENTATION OF AGREEMENT WITH “HOST EMPLOYER” OF WHO WILL RECEIVE THE WAGE REIMBURSEMENT (EXCLUSIVE OF ANY FEES PAID TO STAFFING AGENCY).

• EXISTING EMPLOYEES OF EMPLOYMENT/EMPLOYEE LEASING (TEMP TO HIRE) COMPANY MAY BE ELIGIBLE
  • PREVIOUS EXPERIENCE WITH OTHER EMPLOYER + EXPERIENCE WITH STAFFING AGENCY + TRAINING PERIOD FOR OJT < MAXIMUM ALLOWABLE TRAINING PERIOD IN CONJUNCTION WITH SVP LEVEL

• EMPLOYER MUST MAINTAIN AND MAKE ATTENDANCE & PROGRESS RECORDS AVAILABLE TO LWDA

• OCCUPATIONS BASED SOLELY ON COMMISSIONS AND/OR TIPS ARE NOT ELIGIBLE

• FAILURE TO SUCCESSFULLY TRAIN AND RETAIN OJT PARTICIPANTS MAY JEOPARDIZE FUTURE AUTHORIZATIONS

No money obligated to employer at this point!
<table>
<thead>
<tr>
<th>PARTICIPANT CASE ID</th>
<th>GRANT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARTICIPANT NAME</td>
<td>WIOA COORDINATOR</td>
</tr>
<tr>
<td>STREET ADDRESS</td>
<td>STREET ADDRESS</td>
</tr>
<tr>
<td>CITY/STATE/ZIP</td>
<td>CITY / STATE / ZIP</td>
</tr>
<tr>
<td>PARTICIPANT PHONE</td>
<td>WIOA PHONE</td>
</tr>
<tr>
<td>PARTICIPANT EMAIL</td>
<td>WIOA EMAIL</td>
</tr>
<tr>
<td>EMPLOYER ID</td>
<td>ON FILE WITH WIOA:</td>
</tr>
<tr>
<td>EMPLOYER COMPANY NAME</td>
<td>Pre-Award</td>
</tr>
<tr>
<td>STREET ADDRESS</td>
<td>Employer Assurances</td>
</tr>
<tr>
<td>MAILING ADDRESS</td>
<td>Worker’s Compensation Ins.</td>
</tr>
<tr>
<td>CITY/STATE/ZIP</td>
<td>Job Description (Attachment A)</td>
</tr>
<tr>
<td>CONTACT PERSON</td>
<td>Training Plan (Attachment B)</td>
</tr>
<tr>
<td>CONTACT PHONE</td>
<td>Employer Assessment</td>
</tr>
<tr>
<td>CONTACT EMAIL</td>
<td>VOS Budget</td>
</tr>
</tbody>
</table>
WHO ARE OJT PARTICIPANTS?

• POTENTIAL APPLICANTS
  • JOB SEARCH APPLICANTS COMING TO AJC
  • JOB FAIR ATTENDEES
  • APPLICANTS REGISTERED IN JOBS4TN.GOV
  • RESEA REFERRALS
  • APPLICANTS APPLYING ONLINE WITH COMPANY (REVERSE REFERRAL)

• ELIGIBLE APPLICANTS
  • CONSIDERATION OF INCOME, BARRIERS &/OR EMPLOYMENT STATUS
  • CONSIDERATION OF EDUCATION, TRAINING AND WORK EXPERIENCE
WIOA OJT PARTICIPANT NEEDS ASSESSMENT & AUTHORIZATION

<table>
<thead>
<tr>
<th>Job Title/Position</th>
<th>Hourly Wage for Job Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum Specific Vocational Preparation Level</th>
<th>Max. SVP Months</th>
<th>Max SVP Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Less prior experience/training in position/industry</th>
<th>Exp/Trng Months</th>
<th>Exp/Trng Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum OJT based on SVP less experience/training</th>
<th>Max OJT Months</th>
<th>Max OJT Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OJT Training Hours Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>50% of Hourly Wage for Job Title/Position</td>
</tr>
<tr>
<td>Amount Authorized for OJT Position</td>
</tr>
</tbody>
</table>

The above named participant is eligible and is hereby authorized to participate in the WIOA OJT Program with the named Employer who has agreed to all provisions set forth in the following documents, constituting the OJT Agreement: Pre-Award, Employer/Grantee Assurances, Worker's Compensation Insurance, Job Description, Training Plan, Employer Assessment and WIOA OJT Participant Needs Assessment and Authorization. Amounts authorized under this Agreement shall be deemed to be for the extraordinary costs associated with training the WIOA participant and is in compensation for the additional supervision and lower productivity during training.

WIOA Business Services Coordinator

WIOA Business Services Coordinator

Signature

Effective Date for OJT Position to begin
<table>
<thead>
<tr>
<th>Job Title/Position</th>
<th>Hourly Wage for Job Title/Position</th>
<th>16.51</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Specific Vocational Preparation Level</td>
<td>5 Max. SVP Months</td>
<td>12 Max SVP Hours</td>
</tr>
<tr>
<td>Less prior experience/training in position/industry</td>
<td>Exp/Trng Months</td>
<td>Exp/Trng Hours</td>
</tr>
<tr>
<td>Maximum OJT based on SVP less experience/training</td>
<td>Max OJT Months</td>
<td>12 Max OJT Hours</td>
</tr>
</tbody>
</table>

The above named participant is eligible and is hereby authorized to participate in the WIOA OJT Program with the named Employer who has agreed to all provisions set forth in the following documents, constituting the OJT Agreement: Pre-Award, Employer/Grantee Assurances, Worker's Compensation Insurance, Job Description, Training Plan, Employer Assessment and WIOA OJT Participant Needs Assessment and Authorization. Amounts authorized under this Agreement shall be deemed to be for the extraordinary costs associated with training the WIOA participant and is in compensation for the additional supervision and lower productivity during training.

OJT Training Hours Awarded | 320 |
50% of Hourly Wage for Job Title/Position | 8.25 |

Amount Authorized for OJT Position | $2,640.00 |

Authorization Number | 101070 |

WIOA Business Services Coordinator | Signature | Effective Date for OJT Position to begin | 8/15/2016 |

Example – prior experience Training
# WIOA OJT Participant Needs Assessment & Authorization

### Example

**Participant Attended Classroom Training Prior to OJT with Employer**

<table>
<thead>
<tr>
<th>Job Title/Position</th>
<th>Registered Nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly Wage for Job Title/Position</td>
<td>$20.59</td>
</tr>
</tbody>
</table>

- **Maximum Specific Vocational Preparation Level**: 7
- **Max. SVP Months**: 48
- **Max SVP Hours**: 8320

- **Exp/Trng Months**: 24
- **Exp/Trng Hours**: 4160

- **Max OJT Months**: 24
- **Max OJT Hours**: 4160

The above named participant is eligible and is hereby authorized to participate in the WIOA OJT Program with the named Employer who has agreed to all provisions set forth in the following documents, constituting the OJT Agreement: Pre-Award, Employer/Grantee Assurances, Worker’s Compensation Insurance, Job Description, Training Plan, Employer Assessment and WIOA OJT Participant Needs Assessment and Authorization. Amounts authorized under this Agreement shall be deemed to be for the extraordinary costs associated with training the WIOA participant and is in compensation for the additional supervision and lower productivity during training.

### OJT Training Details

- **OJT Training Hours Awarded**: 320
- **50% of Hourly Wage for Job Title/Position**: $10.29
- **Amount Authorized for OJT Position**: $3,292.80

### Authorization Information

- **Authorization Number**: 93288
- **Effective Date for OJT Position to begin**: 3/7/2016
- **WIOA Business Services Coordinator Signature**: [Signature]
<table>
<thead>
<tr>
<th>OJT Participant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Start Date</td>
<td>Invoice #</td>
</tr>
<tr>
<td>OJT Training Hours Completed Date</td>
<td>Amount Due</td>
</tr>
</tbody>
</table>

I certify to the best of my knowledge and belief that the information contained in this Agreement, including the Pre-Award, Employer/Grantee Assurances, Workman’s Compensation Insurance, Job Description, Training Plan and Employer Assessment is true and correct and that payment is due and has not been previously requested.

Mail this Invoice & Time Records to:
Dyersburg State Community College
Attn: Business Office / WIOA
OR
1510 Lake Road
Dyersburg, TN 38024

Email this invoice &
Company Signatory Authority
Signature and Date
Time Records to:
roberson@dscc.edu

FOR WIOA OFFICE USE ONLY

Recommended for payment by:

<table>
<thead>
<tr>
<th>FOAP</th>
<th>220600-24812-300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Review</td>
<td>Director of Finance and Administrative Services</td>
</tr>
</tbody>
</table>
2015-16 OJT BY SECTOR

- MANUFACTURING – 87%
- BUSINESS SERVICES - 5%
- HEALTHCARE – 4%
- CONSTRUCTION – 4%

2015-16 EMPLOYER PARTICIPATION

- ACT WORKKEYS JOB PROFILING
  - 9 COMPANIES
  - 11 JOBS ANALYZED

- INCUMBENT WORKER GRANTS
  - 6 COMPANIES
  - 347 PARTICIPANTS
  - $92,650 EXPENDED

- ON-THE-JOB TRAINING
  - 22 COMPANIES
  - 286 PARTICIPANTS
  - $614,310 EXPENDED
BEST PRACTICES – OJT RELATIONSHIPS

• MAINTAIN CURRENT RELATIONSHIPS AND WORK TO BUILD NEW ONES
• PREPARE A SWOT ANALYSIS TO IDENTIFY OPPORTUNITIES IN YOUR DEMOGRAPHIC AREA
• DEVELOP A 30-60-90 DAY PLAN ON HOW TO INCREASE BUSINESS RELATIONSHIPS
• MAKE YOURSELF AN ASSET AND RESOURCE TO EACH COMPANY
• KEEP THE PROCESS SIMPLE AND EFFICIENT!
QUESTIONS?

MARGARET PRATER
EXECUTIVE DIRECTOR
NORTHWEST TN WORKFORCE BOARD
PRATER@NWTNWORKS.ORG
731-286-3585, EXT. 16

KRISTIE BENNETT
REGIONAL DIRECTOR
TN DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT
KRISTIE.BENNETT@TN.GOV
731-352-8636