

NEMO Workforce Investment Board, Inc

Workforce Investment Act
Leadership Development
Scope of Work

The Leadership Development Activities are services intended to develop the potential of youth as citizens and leaders. The programs will be structured to provide youth with leadership experiences at the workplace and in other program activities.

I. PURPOSE

A. Program Objectives

1. Leadership Development activities are opportunities that encourage responsibility, employability, and other positive social behaviors. Leadership activities may include, but are not limited to:
 - a. Exposure to postsecondary educational opportunities.
 - b. Community and service learning projects.
 - c. Peer centered activities, such as peer mentoring and tutoring.
 - d. Organizational and team work training, including team leadership training.
 - e. Training in decision-making, including determining priorities.
 - f. Citizenship training.
 - g. Life skills training such as postponed and responsible parenting, work behavior training, and budgeting of resources.
 - h. Positive social behaviors such as positive attitudinal development, self-esteem building, openness to working with individuals from diverse racial and ethnic backgrounds, maintaining healthy life styles including remaining alcohol and drug free, maintaining positive relationships with responsible adults and peers and contributing to the well-being of one's community including voting, maintaining a commitment to learning and academic success, avoiding delinquency, and positive job attitudes and work skills.

B. PROGRAM STANDARDS

1. Teach participants the skills they need to be effective leaders. Skills may include:
 - o Communication (writing, public speaking, and listening)
 - o Critical thinking and problem solving

- The democratic process
 - Conflict resolution
 - Dealing with diversity
 - Parliamentary procedure
2. Provide opportunities for participants to practice leadership skills.
 - Give the participants opportunities to be leaders as committee chair, project leaders, etc.
 - Involve participants in the design of projects and/or programs, including planning of the activity and evaluation of the project.
 - Involve participants in decision making about the programs, projects, and issues that affect them.
 - Educate the participants about voting and hold an election for a leadership position within the organization or a mock election.
 3. Involve participants in activities that have genuine impact and meaning.
 - Provide opportunities for participant to identify community needs and take action.
 - Partner participants with other community members to plan and implement service projects.
 4. Provide opportunities for adults to serve as role models/mentors.
 - Provide opportunities for participants to shadow community leaders.
 - Provide shadowing opportunities with adults involved in citizenship activities.
 - Encourage adults to talk about their own leadership/community involvement activities such as voting, serving on committees/boards, or doing volunteer work.
 5. Provide opportunities for reflection and support.
 - Give participants opportunities to discuss work through journals, group discussions, art projects, etc.
 - Provide time and opportunity for one-on-one interaction with involved adults.
 - Give participants opportunities to ask questions, address concerns, and share successes.
 6. Recognize participants' involvement in leadership and citizenship activities.

II. PARTICIPANT SERVICES

A. Enrollment

1. The Contracting Agency will only enroll applicants in the Leadership Development activity that have been identified as WIA eligible and deficient in basic skills, who need assistance in completing their high school diploma or GED, and/or who need assistance in making the transition from secondary school to post-secondary education.

2. Participants will be provided with the Northeast Missouri Workforce Investment Board's Complaint and Grievance procedures if not provided to them at the Intake level.
3. The Contracting Agency will utilize the Northeast Missouri Workforce Investment Board standardized Individual Service Strategy (ISS) or the on-line form in the Toolbox Case Management System.
4. The Contracting Agency will be responsible for maintaining and updating the ISS of all participants to reflect enrollment in the Leadership Development activity. Participants shall sign and receive copies of their ISS updates.

B. Counseling and Supportive Services

1. The Contracting Agency agrees to provide employment related counseling to participants throughout their enrollment in the Leadership Development activity at a minimum of once every month. The focus of these contacts will be to :
 - a. Assess the participant's progress relative to the ISS and to discuss any concerns with the Leadership Development activity leaders/instructors.
 - b. Assist the participant in adjusting to the leadership development site and to identify potential problems.
 - c. Attempt to develop an atmosphere of communication to provide a network for the resolution of problems.
 - d. Assist participants in adjusting to the Leadership Development activity.
 - e. Provide appropriate labor market information and monitor development of positive behavior reflecting work maturity skills.
 - f. Job development and referral of participants to potential employment.
 - g. Provide appropriate information and counseling regarding post-secondary education opportunities, enrollment requirements, career opportunities, etc...
2. Services shall be provided which will assist in successful completion and lead to unsubsidized employment or enrollment in a post-secondary educational facility. Planned and actual services shall be documented in the participant's file.
3. The Contracting Agency agrees to review during each counseling visits the participants ISS. The ISS shall reflect changes; identify additional service or training needs and record program accomplishments. Participants shall sign and receive copies of all changes reflected on their ISS.

4. Counseling contacts/case notes must reflect what services were provided to participants in a concise, organized manner.
5. The Contracting Agency may provide supportive services to Leadership Development activity participants in the form of child care and transportation assistance.

C. Transitional Services

1. The Contracting Agency will place participants into the appropriate activity (follow-up and/or case management services) when they leave assigned activities prior to completion and are anticipated to transition back into training activities or potential unsubsidized employment. These services will include, but not be limited to, the following:
 - a. Frequent contact with employers in order to identify job openings and to promote the hiring of participants
 - b. Maintaining linkages with other agencies that may have information about available job in the area; such as local DWD staff;
 - c. Referrals to other available activities based on the consultant's assessment;
 - d. Assistance to the participant to update and/or complete their work registration on Missouri's Great Hires system.

D. Follow-up Services

1. The Contracting Agency agrees to provide follow-up services to all registered participants for a minimum of 12 months after exit from the WIA Title I Youth Program. Follow-up services should be provided at 30 days, 60 days, 90 days, 6 months, 9 months and 12 month after exit from the program. The Contracting Agency agrees to provide regular contact with the participant to ensure a successful transition to employment has been made. All follow-up contact information will be recorded in the Missouri Toolbox Case Management System after each follow-up contact made. Individuals who are found unemployed during follow-up services will be provided additional services to assist them in obtaining employment. Follow up services for youth may include:
 - a. leadership development and supportive services listed in §664.420 and §664.440;
 - b. regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise;
 - c. assistance in securing better paying jobs, career development and further education
 - d. work related peer support groups;

- e. adult mentoring ; and
 - f. tracking the progress of youth in employment after training
2. The Contracting Agency shall inform participants enrolled in the WIA Title I Youth program that they will be contacted after completion of the program for follow-up information and are required to participant by providing the requested information.

E. Instructors Orientation

1. The Contracting Agency will provide a standardized orientation to instructors providing leadership development services to participants. The orientation shall include:
 - a. An explanation of the Leadership Development activity.
 - b. the leaders/instructors responsibilities relative to the Leadership Development activity includes:
 - a detailed description of the time and record keeping requirements;
 - weekly timesheets for those eligible for needs-based payments;
 - providing monthly progress reports;
 - the applicable provisions of the WIA and Northeast Missouri Workforce Investment Board regulations;
 - the requirements of the training planned for each participant;
 - the name and phone number of the contracting agencies key contact person for instruction and assistance in resolving any participant/instructor problems
2. Leader/Instructors will sign an orientation indicating they have received orientation to the relative rules, standard practices and requirements of the Leadership Development activity. The leader/instructor orientation shall be retained in the participant's file.
3. The Contracting Agency will ensure that instructors provide adequate orientation to participants relative to the rules, standard practices and requirements of the training facility and course of instruction.