


CDO WORKFORCE

Innovative Employment & Training Solutions

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CDO Workforce Update

December 2003



→ CDO Workforce Investment Board meeting—December 16, 2003 from 2-4 PM @ The Holiday Inn Oneonta

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CDO Workforce Career Expo & Job Fair
Thursday, January 29, 2004 11am—4 pm
at the Fox Care Center in Oneonta.

CDO Workforce in conjunction with the Fox Care Center, The Otsego County Chamber, NYS Dept. of Labor, Utica School of Commerce and other co-sponsors are pleased to bring you the 2004 Career Expo and Job Fair.

The job fair will assist businesses in locating motivated, experienced, and trained employment candidates, helping to make your recruitment experience easier.

We urge you to participate and take advantage of this opportunity to meet with the large numbers of prospective employees that we anticipate to attend. The last Job Fair attracted over 500 people—that is a large pool of talent to choose from. Give your business the best possible advantage this year by finding and hiring candidates who possess the skills, enthusiasm, and education that you need to have a successful business team.

Please fill out the Registration form accompanying this newsletter if you would like to participate in this years event. There is no charge for space and the following will be provided: table, chairs, linens, refreshments, and electric outlet, if needed. Mail your registration form to the address on the bottom of the form or fax it to 607-432-8130. Space is limited and tables are available on a first come first serve basis, so please send in your registration as soon as possible, or register on-line at www.cdoworkforce.org.

For more information contact Alan Sessions or Paul Kidder at 607-432-4800.

Youth Spotlight: by
Candace Phelan, DCMO BOCES

Meet Nicole: Nicole is enrolled in the New Visions Allied Health Program. Through this program Nicole is eligible to earn 3 college credits under the condition that she pays for the course and her uniform, a total of \$181. Nicole was going to pass up the credits because she could not afford these fees.

Want to talk about collaboration, Tops has a fundraiser where for every \$600 in Top receipts a non-profit can receive \$1 in cash. Local churches collect the receipts and give them to the Christian Neighborhood Center, who in turn brings them to me. After much thought Nicole took the case of receipts and Nicole and her family bundled \$150,000 worth of tops receipts into \$1000 bundles earning her \$250, enough to pay for her course and receive the college credit.

Good Going Nicole!!



Industrial Effectiveness Program (IEP) grants

Industrial Effectiveness Program (IEP) grants are available through Empire State Development (ESD) to help restore the competitiveness of qualified small and medium sized manufacturing companies and industry groups by sharing the cost of consultant based improvement assistance.

The process is simple and rewards are generous. After going through a simple prequalification process, your company invests in an assessment of your operations which produces a list of recommendations for consultant-based projects that will help you to restore the competitiveness of your company. Typical projects may include such things as Strategic Planning, Management/Operations Improvements, Process Analysis and Improvement, Lean Manufacturing, ISO or other Quality Systems, Sales and Marketing, MRP/ERP Systems selection/Assistance, etc. Once you have decided which projects you would like to pursue, an application is submitted to Empire State Development. Assistance with the Industrial Effectiveness Program application is available.

Industrial Effectiveness assistance will share the least of the following costs:

Small Firms (from 1 to 24 employees)
Two-thirds of the eligible consultants cost
50% of the total eligible project cost
\$25,000 maximum

Medium Firms (from 25 to 100 employees)
Two-thirds of the eligible consultants
Two-thirds of the eligible consultants cost
50% of the total eligible project cost
\$40,000 maximum

Large Firms (more than 100 employees)
Two-thirds of the eligible consultants
Two-thirds of the eligible consultants cost
50% of the total eligible project cost
\$50,000 maximum

For additional information on the Industrial Effectiveness Program contact:

Empire State Development – 607-721-8065

Assistance with the Application is available through the Alliance for Manufacturing and Training (AM&T). Contact Jim Cunningham 607-774-0022 x311

Effective Communication Skills for Supervisors

CDO Workforce with Chenango County JSEC is bringing to you Effective Communication Skills for Supervisors on Wednesday, January 14, 2004 from 9am –3:30 pm at the Eaton Center, Summit Room, 5th Floor Conkey Ave entrance, in Norwich.

What's on the Agenda? And What will you or your supervisors gain from this seminar?

I. Communication as a Progress:

- ▶ Communication Process Model
- ▶ Behaviors vs. Labels, Decision Tree

II. Communication Techniques:

- ▶ Listening skills, Assertion skills, Win-Win Problem Solving

Upon completion of this seminar, participants will be able to:

- ▶ Comprehend communication as a process
- ▶ Utilize tools for communication effectiveness
- ▶ Identify barriers to current listening responses
- ▶ Select appropriate active listening responses
- ▶ Work toward a win-win outcome

Cost is only \$15.00 per person and lunch will be provided.

Space is limited !!

Call 607-334-2201 by January 7th to reserve your space!!

CDO Workforce 2004 Career Expo & Job Fair

January 29, 2004, Thursday, 11 AM to 4 PM

Fox Care Center, Route 7, Oneonta, NY 13820

EXHIBITOR SPACE REGISTRATION

Note to exhibitors: There is no fee for space at the Job Fair. Tables, table linens, chairs, and refreshments will be provided without charge, compliments of the CDO Workforce, Fox Care Center, and other co-sponsors. Electrical access is limited and will be assigned on a first come, first serve basis. You must bring your own extension cords, and be advised that outlets may be as far as ten feet away from your table. Please inform us if you have a large display, so that we may assign you a booth against a wall. Set-up can begin as early as 10 AM. If there are questions please call the CDO Workforce Center, at 607-432-4800, and ask for Alan Sessions or Paul Kidder.

Please type or print the following information legibly so that we may reach you with more information.

___ Yes, I would like to reserve a booth

___ Yes, I will have a large display or backdrop
(Please assign me a space against the wall so that I will not block other displays.)

___ Yes, I would like electrical access.

Indicate the # of chairs needed at your table. ___

Company Name: _____

Contact Person: _____

Mailing Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

Company Website: _____

Please provide a brief description of your organization's product or service.

Please return this form as soon as possible, but no later than January 22, 2004.

Fax to: 607-432-8130 or mail to: CDO Workforce Center
12 Dietz Street
Oneonta, NY 13820

**Sponsored by the FoxCare Center, CDO Workforce
Oneonta Job Corps Academy, The Daily Star, SUNY College at Delhi
NYS Department of Labor, The Otsego County Chamber, Utica School of Commerce
Otsego County Office of Employment & Training**

CDO Snap Shot: LMI—We do not often see all the activity relating to recruitment, hiring and expansions of businesses in our area, but it is happening. Here are just a few examples of how are area is expanding and increasing it local labor force.

TYCO Healthcare Mallinckrodt, the pharmaceutical manufacturer in Hobart hired 75 people over the past year, increasing its workforce to 570.

Bassett Healthcare, Hired over 50 people in the last year

Amphenol, added more than 30 employees

Hampton Inn Hotel, scheduled to open in the spring of 2004 in Oneonta

Home Depot, is under construction in Oneonta

Morrisville State, new campus construction in Norwich is underway

Golden Artist, is investing \$2.5 million in their 34,000 square foot facility

NBT Bank, opened their new Operation Center in Norwich

OSG Pharmaceuticals, hired 41 employee in 2003 bringing its workforce to 275

Unison Industries, added 30 staff for a total of 290 employees

Gertrude Hawk, opened in Norwich creating 10 new jobs

Otsego County also reported the following new businesses: Private Drawers, Olympia Sports, the Mint, and Bella Pockets

The following businesses have been involved in substantial recruiting: Astrocom, Valley Fashions, Comm Innovations, Staff Works, Drogens, and NY Central Mutual Insurance



CDO Workforce Partners: Afton Consortium of Schools, Catskill Center for Independence, Chenango County Agency on Aging, Chenango County Chamber, Chenango County OET, DCMO BOCES, Delaware County Chamber, Delaware County DSS, Delaware County OET, Delaware Opportunities, Experience Works, NYS Dept of Labor, ONC BOCES, Oneonta Community Education Center, Oneonta Job Corps, Oneonta Telecenter, Opportunities for Otsego, Otsego County Chamber, Otsego County DSS, Otsego County OET, SUNY Delhi, SUNY Morrisville, Utica School of Commerce, VESID