

National Able Network Training Packet

Program: Workforce Innovation & Opportunity Act (WIOA)

Hello! Please complete this packet and then send it to your assigned Career Coach. If you have not been assigned a Career Coach yet, please complete the packet and send it to your Career Coach once you have one.

Section 1: Contact Information

First Name: _____ Middle Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Section 2: Occupational Training Research Questionnaire

Section 2A: Preliminary Question

Have you ever received training through the Workforce Investment Act (WIA) or the Workforce Innovation and Opportunity Act (WIOA)?

☐

Yes

☐

No

Section 2B: Training Feasibility

Are you currently participating in any other educational/training program?

☐

Yes

☐

No

If you selected yes, please answer these questions:

- Program Name: _____
- How many hours per week do you spend in this program. (Note: Please remember to include time spent in a classroom, time spent studying, etc.): _____
- Date you plan to complete the program: _____

Section 2C: Labor Market Information & In-Demand Options (Continues on Page 2)

1. Refer to the Targeted Industries and Occupations list you were provided, which is also available [HERE](#). Now, write down the industry you are interested in entering, then write down the occupation you would pursue immediately after completing training.

Industry: _____

Occupation: _____

2. Go to www.ChiCookWorks.org (or Google "Chicago Cook Workforce Partnership") and follow the steps below to determine the average annual job openings question.

- Click on "Outcomes and Information" and then scroll down to "Target Occupation Profiles (Tops)".
- In this area, click on the industry that you are interested in.
- Click on the job MOST SIMILAR to your desired occupation upon completing training.
- What is the listed average annual job openings in the Chicago Metro area?

Average Annual Job Openings: _____

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Section 2C: Labor Market Information & In-Demand Options

(Continued)

3. Go to www.IllinoisWorknet.com (or Google "Illinois WorkNet") and follow the steps below.

- Click on the "Menu" and select "Training & Credentials, then select "WIOA Approved Training Programs Search"
- Use this search tool to find training providers (like schools and programs) that support your desired occupation. (*Tip: Use City and Zip Code to find options closest to you.)
- Select TWO training providers that offer programs for your specific training focus.

Training Provider Option 1:

School Name: _____

Program Name: _____

Program Length: _____

Training Provider Option 2:

School Name: _____

Program Name: _____

Program Length: _____

4. Find THREE specific job listings that you would qualify for upon completion of the training program. These should be jobs that you DO NOT qualify for today, but you will be qualified for AFTER you finish training. Below include links to each job listing post. If you cannot include the links, then take screenshots and attach them along with this packet.

NOTE: These jobs should be full-time, permanent positions through a direct employer (NOT a staffing agency.) You should meet all the requirements except for the certification/training you are seeking. If you're changing to a new career industry, be sure to search for entry level positions.

1. _____

2. _____

3. _____



Section 2D: Career Pathways Considerations

Do your salary expectations align with the positions you have researched?

(*Tip: Take the time to ask yourself if this is a *realistic* salary, and if it will meet your needs.)

Salary Expectation: _____