

## Sonoma County Job Link



### Integrated Services

Friday Update 1/30/09

- ✚ **Change in Orientation Schedule:** Starting in February 2009, Job Link will no longer give an orientation about their services on Wednesday mornings. This will give staff time to attend to their many other duties.
- ✚ **Staff Training:** Job Link staff, the County and six partner agencies, attended a training yesterday titled: *Team Building and Problem Solving for One-Stops*. This training addressed many issues including:
  - Streamlining skills development
  - Improving communication
  - Importance of Labor Market Information
  - Celebrating our success and identifying challenges
  - Taking care of ourselves so we can continue to serve our clients well

#### **Actions steps:**

- Antonio will attend a meeting of the State Workforce Intelligence Subcommittee next week to gather information about current trends in the workforce and help shape the distribution of local labor market information.
- All of Kathy's notes (14 pages) and the posters we created will be typed up and send to everybody. The Little Leadership Team will discuss all of this information at their next meeting on February 10, 2009. After sorting through all the topics, the team will ask staff to assist in flushing out the details and moving forward to implementing the changes.
- Kathy is going to set up a suggestion box for staff to give her your ideas in regards to the processes and procedures for Integrated Services. The box will be placed in the staff kitchen.

Many great ideas were presented yesterday. Please continue to share your thoughts with your supervisor, Kathy or Debbie.

- ✚ **More training:** Please clear your calendar for March 5, 2009. This all day training workshop will focus on the topic *Coaching vs. Counseling*. All partner agencies are strongly encouraged to participate. More information will follow.
- ✚ **Emergency Preparedness:** Please see attached flyer covering the eight and ninth week of great suggestions to keep you safe in an emergency.

Creativity is inventing, experimenting, growing, taking risks,  
breaking rules, making mistakes, and having fun.

Mary Lou Cook