



Workforce Protégé



Bridging the Gap between Experience and Opportunity

What is Workforce Protégé?

- Workforce Protégé is an award-winning internship program created by Central Minnesota Jobs & Training Services, Inc. (CMJTS).
- The Workforce Protégé program engages area businesses to mentor young people, help them learn valuable work skills, and allow them to earn a wage while gaining experience.



How Does Protégé Work?

- The CMJTS employment specialist connects with local businesses who recognize the need to prepare tomorrow's workers and strengthen their communities.
- In addition to providing work, supervision, and feedback, as with traditional work experience, the employer agrees to:
 - Be responsible for a portion of the participant's compensation (traditionally 50%)
 - Schedule focused mentoring sessions with the youth participant (minimum of 15 min. 1:1 time each week)



What does the Participant Gain?

- A longer, more significant work opportunity.
- A deeper understanding of the connection between work and success.
- Good basic work skills and habits.
- A positive relationship with an employer and community leader.
- Increased self-worth gained through reaching work goals.
- Encouragement toward post-secondary education.



What's in it for the Employer?

- Extra hands for their business, at a reduced rate.
- The services of the employment specialist, who can help address areas of concern and provide additional coaching to overcome obstacles to participant success.
- The opportunity to shape the future workforce and increase the economic stability of their community.
- Recognition as a community leader.
- The rewards that come with being a positive influence in the life of a young person.
- CMJTS remains employer of record.



How has CMJTS Benefited?

- Dollars go further:
 - Employer contributions allow CMJTS to stretch work experience dollars. Work opportunities are either half-price or twice as long for the same cost.
- Outcomes are often better:
 - Employers more interested in hiring participants
 - Participants leave with more skills and a clearer career direction
 - Youth have a positive connection in their business community



Paperwork ☹️ (Really, it's not bad)

- During the orientation meeting, which serves as the kick-off to every CMJTS work experience opportunity, all parties review and sign a **Workforce Protégé Agreement**, which outlines the basic responsibilities of:
 - Youth Participant
 - Business
 - CMJTS Employment Specialist
- The employer and CMJTS employment specialist also review and sign a Workforce Protégé Contract to take care of the financial reimbursement piece.



(Handout)

Mora School District Invests in CMJTS Youth Protégé Program

Each year, students at Mora High School are encouraged to apply for three available spots at the high school in the CMJTS Youth Protégé Program. Through this partnership, students are taught skills, either in IT or as a teacher assistant, during their final years of high school, while being mentored by the instructor. Students also earn academic credit through a "Computer and Technology" independent study class. CMJTS and the school district share the cost of this paid work experience.

James was interested in and was chosen for an IT protégé position. At the time, he struggled academically, missed school, and did not complete homework. Expecting to just learn about computers and technology, James admits he got more from the experience than he expected. Roberta, his Protégé supervisor and mentor, used "tough love" to teach James work-readiness and life skills.



According to James, “It turned out that it would be more like: here, we’re going to set you up for the next 12 years of your life right now. So, you’re going to go to college. Bet you didn’t think you were going to do that. You’re going to get your homework done. Bet you didn’t think you were going to do that. So, I did all that. Now I’m going to college. It’s a lot more personal than I thought it would be. I thought it would be just like a job.”

James joined the National Guard at 17 and spent the summer between his junior and senior years in basic training. When he returned to Mora, he began applying for college. James was initially denied entrance at a nearby college due to his low GPA. He appealed the decision on the basis of significant academic improvement. He won the appeal and was accepted at the school. James graduated from Mora High School in May 2015 and began Advanced Individual Training (AIT) through the Army National Guard a couple weeks later. He will spend six months in AIT and is learning the job of information technology specialist.



Once his training is complete, James will start college in the spring of 2016. His involvement in the military will assist with the cost of tuition.

CMJTS appreciates Mora School District’s investment in the Youth Protégé Program participants. For the 2015-16 school year, the district plans to have four protégés. “Every young person needs opportunity,” said Roberta. “This program can give them the push they deserve.”



Workforce Protégé Contract

Agency
Central MN Jobs and Training Services, Inc. P.O. Box 720 Monticello, MN 55362 763-271-3700 763-271-3701 Fax

Employer (Workforce Protégé Provider)		
Contract #		
Name		
Address		
City	State	Zip
Fed ID #		
Phone		

THIS agreement is entered into between Central Minnesota Jobs and Training Services, Inc. (CMJTS) and the above named Workforce Protégé (WP) Provider. The parties agree that the WP Provider shall employ and perform training services outlined in the WP Agreement for the Youth Participant for the period beginning on _____ and ending on _____.

AGREEMENT

IT IS THE INTENT of this agreement to document the anticipated training costs incurred by CMJTS and the WP Provider while the youth participant is enrolled and active in the Workforce Protégé program.

Workforce Protégé Partnership Agreement between CMJTS and WP Provider

Est. Hours Per Training Week	Total Training Weeks	Total Training Hours	Hourly Wage	Hourly Wage with Benefits	WP Provider Hourly Match	Total Obligation By WP Provider
WP Youth Participant			CMJTS Youth Employment Specialist			
Name			Name			
Address			Address			
City	State	Zip	City	State	Zip	
Emergency Contact Name			Phone (include area code)			
Emergency Contact Phone (include area code)			Email			
WP Job Title						

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the dates shown below.

Workforce Protégé Provider	Title
Signature	Date
Agency Central Minnesota Jobs and Training Services, Inc.	Title
Signature	Date

Workforce Protégé Agreement

Participant Information	Last Name	First Name	MI
Agency		Job Title	
Start Date		End Date	Phone number (including area code)
Weekly Work Schedule	Monday	Tuesday	Wednesday
	Thursday	Friday	Saturday
	Sunday		
Maximum hours worked per week		Total Maximum hours worked per term of Agreement	
Participant Responsibilities			
<p>I understand that my supervisor is depending on me to perform valuable services, so I will:</p> <ul style="list-style-type: none"> ▪ Maintain good attendance, arrive for work on time, and notify my supervisor beforehand if unable to be at work ▪ Perform duties in a competent and safe manner ▪ Dress appropriately and present a neat appearance ▪ Cooperate, be courteous to others, be honest, be willing to learn and follow directions ▪ Show initiative by looking for things to do or learn ▪ Work the assigned hours as written above ▪ Abide by all rules and policies of the agency including confidentially 			
Youth Participant Signature			Date
Supervisor Responsibilities			
<p>I understand that this person wants to work and gain valuable skills for a productive future, so I will:</p> <ul style="list-style-type: none"> ▪ Provide face-to-face mentoring for youth at least 15 minutes per week during the length of this agreement ▪ Give the trainee a job that will help him/her see the connections between this training and their employability ▪ Provide feedback on the trainee's performance so that he/she can learn and grow ▪ Evaluate the trainee's performance using his/her SCANS evaluation and timesheets ▪ Keep the employment specialist informed (i.e. discipline, performance) ▪ Double check timesheets before signing them, to ensure trainee has worked the hours recorded 			
Supervisor Signature			Date
Alternate Supervisor Signature			Date
CMJTS Employment Specialist Responsibilities			
<p>I understand that the participant and the Agency are depending on my services to place the trainee in beneficial worksite, so I will:</p> <ul style="list-style-type: none"> ▪ Place the participant in a beneficial worksite ▪ Provide both the participant and worksite supervisor a pre-employment orientation ▪ Provide case management and mediation services as necessary ▪ Follow up on any concerns of the participant and/or supervisor/s ▪ Complete paperwork for CMJTS to pay the wages, workers compensation, and FICA (Workforce Protégé is not covered by unemployment insurance) 			
Employment Specialist Signature			Date

**Note: Any changes to this document must be made in person and in writing with supervisor, trainee, and employment specialist.
 If the trainee obtains unsubsidized employment, this Agreement will end.**

Upon request, this material can be made available in an alternate format.