



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
LANSING

STANLEY "SKIP" PRUSS  
DIRECTOR

## **OFFICIAL**

E-mailed to MWAs on 8/20/09 (bs)  
**Bureau of Workforce Transformation (BWT)**  
**Policy Issuance No. 09-12**

**Date:** August 19, 2009

**To:** Michigan Works! Agency (MWA) Directors

**From:** Liza Estlund Olson, Director, Bureau of Workforce Transformation (**SIGNED**)

**Subject:** Energy Conservation Apprenticeship Readiness (ECAR) Program  
for the Period of June 16, 2009, to September 30, 2010

**Programs  
Affected:** None

**Rescissions:** None

**References:** The American Recovery and Reinvestment Act (ARRA) of 2009

**Background:** The long-term success of the Governor's Green Jobs Initiative requires the support and involvement of the industry sectors and business that have created or are currently creating green jobs. Many unions are involved in developing state-of-the-art training and apprenticeship programs to prepare workers for careers in the renewable energy and energy efficiency sectors. The Michigan Department of Energy, Labor & Economic Growth (DELEG) has worked with key partners and stakeholders in Michigan to create a Green Sector Skills Alliance (GSSA) that helps support workforce development in the construction, installation and maintenance of renewable energy and energy efficiency systems. This GSSA developed the Energy Conservation Apprenticeship Readiness (ECAR) program.

ECAR provides apprenticeship readiness training for women, minorities, and economically disadvantaged persons in the energy conservation related construction trades, including:

- Carpenters

DELEG is an equal opportunity employer/program.  
Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

BUREAU OF WORKFORCE TRANSFORMATION  
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- Cement Masons
- Electrical Workers
- Iron Workers
- Laborers
- Operating Engineers

During Fiscal Years (FYs) 2008-09, the first year of operating this program, ECAR seeks to create a pool of 120 individuals of the aforementioned underrepresented groups with proven readiness to enter energy conservation related construction apprenticeships. The ECAR program will provide recruitment, assessment, apprentice readiness training, basic skills remediation, needs related payments, drug screening, and other supportive services to meet the energy conservation related construction workforce training needs of Michigan. DELEG has identified \$1,396,968 in ARRA funding in support of the ECAR program, \$1,362,320 funded with Program Year 2008 Workforce Investment Act (WIA) ARRA Statewide Activities funding and \$34,648 from Program Year 2008 Wagner-Peyser (WP) ARRA.

**Policy:**

These funds are restricted to the eight cities identified by the Cities of Promise initiative that aims to redevelop communities and reduce poverty. The cities are those that are experiencing sometimes, devastating conditions because of declining population, extreme poverty, loss of industry and jobs, crumbling infrastructure, and blighted neighborhoods. These cities include:

- Benton Harbor
- Detroit
- Flint
- Hamtramck
- Highland Park
- Muskegon Heights
- Pontiac
- Saginaw

The following MWAs will serve as Grantees, able to receive funding to carry out the administration of the ECAR program:

1. Michigan Works! Berrien-Cass-Van Buren (Benton Harbor)
2. Career Alliance, Inc., A Michigan Works! Agency (Flint)
3. Detroit Workforce Development Department (Detroit)
4. Southeast Michigan Community Alliance (SEMCA) Michigan Works!  
(Hamtramck and Highland Park)
5. Muskegon/Oceana Consortium (Muskegon Heights)
6. Oakland County Michigan Works! Workforce Development Division  
(Pontiac)
7. Great Lakes Bay Michigan Works! (Saginaw)

**Program Funding**

The program funding allocation formula is according to the estimated number of program participants in the seven MWA areas as follows:

<b>Grantee</b>	<b>City/Cities</b>	<b>WIA Award Amount</b>	<b>WP Award Amount</b>	<b>Total Award Amount</b>
Michigan Works! Berrien-Cass-Van Buren	Benton Harbor	\$170,290	\$4,331	\$174,621
Career Alliance, Inc., A Michigan Works! Agency	Flint	\$170,290	\$4,331	\$174,621
Detroit Workforce Development Department	Detroit	\$170,290	\$4,331	\$174,621
Southeast Michigan Community Alliance (SEMCA) Michigan Works!	Hamtramck Highland Park	\$340,580	\$8,662	\$349,242
Muskegon/Oceana Consortium	Muskegon Heights	\$170,290	\$4,331	\$174,621
Oakland County Michigan Works! Workforce Development Division	Pontiac	\$170,290	\$4,331	\$174,621
Saginaw Midland Bay Michigan Works!	Saginaw	\$170,290	\$4,331	\$174,621
<b>TOTAL</b>		<b>\$1,362,320</b>	<b>\$34,648</b>	<b>\$1,396,968</b>

Allowable administrative funding for this program is limited to a maximum of 10 percent from each funding source of the allocated funding.

WP funds may be used for WorkKeys Assessments only and not for training costs or supportive services.

MWAs are encouraged to leverage other funding sources to support the provision of the ECAR program.

The maximum amount of profit a commercial organization can receive is 10 percent of the adjusted cost base. Profit cannot be taken on pass-through costs (e.g., tuition paid to training institutions, on-the-job training costs paid to employers, work experience wages and fringes paid to participants, supportive

service costs, all sub-awards under the contractor) or routine costs (e.g., space, maintenance, utilities). The balance of pass-thru costs and routine costs deducted from the total cost amount (i.e., the adjusted cost base) is ordinarily composed of the contractor's personnel-related costs for staff contributing to the contractor's unique capacity to manage and achieve performance results.

The factors used to determine the amount of allowable profit include:

- Contractor effort,
- Complexity of the work to be performed,
- Risk borne by the contractor,
- Capital investment of the contractor,
- Past performance, and
- Industry profit rates.

Selected MWAs are required to follow the DELEG/BWT process for reporting expenditures and requesting cash through the DELEG financial unit.

### **Program Eligibility**

Eligibility requirements to participate in the ECAR program include:

- Minority, or
- Female, or
- Economically disadvantaged [Economically disadvantaged is defined in accordance with Low Income, WIA Section 101(25)], and
- 18 years of age or older,
- Hold a valid driver's license,
- Pass a drug test,
- Pass a physical examination,
- Recipient of a high school diploma or general education certificate,
- Pass entrance assessment - WorkKeys scores of at least three in Applied Math, Reading, and Locating Information,

- Have reliable transportation,
- Exhibit good moral character defined as having the propensity on the part of the person to serve the public in the construction industry in a fair, honest and open manner, and
- Complete a personal interview with a panel of local partners, including representatives from the trades, the administering MWA, training providers and other community partners.

### **Allowable Activities**

ECAR program allowable activities include:

#### **WorkKeys assessments in three areas:**

- Applied math
- Reading
- Locating information

These three WorkKeys tests are both the entrance and exit assessments for the program.

### **Training and Education**

Training designed to produce workers ready for energy conservation apprenticeships, including the following skill areas:

- Essential employment skills
- Safety in the workplace
- Principles of green construction
- Applied math
- WorkKeys assessments
- Locating information
- Overview of construction trades
- Computers and construction trades
- Blueprint reading

MWA officials must adhere to existing procurement and administrative policies as outlined in DLEG/OWD PI 04-03, issued February 27, 2004, when expending the funding awarded as a result of this policy issuance.

MWAs will follow locally established policies and procedures for the procurement of other services than those listed above in support of the ECAR program.

The selected training provider will deliver a 9-week, 30-hour week curriculum, included as Attachment A.

Successful ECAR training participants receive the following certificates:

- ECAR Program Completion Certificate
- Green Awareness Certification (HVAC Excellence)
- Michigan National Career Readiness Certificate (NCRC)
  - Platinum MI NCRC with WorkKeys scores of at least 6 in Applied Math, Reading, and Locating Information
  - Gold MI NCRC with WorkKeys scores of at least 5 in Applied Math, Reading, and Locating Information
  - Silver MI NCRC with WorkKeys scores of at least 4 in Applied Math, Reading, and Locating Information
  - Bronze MI NCRC with WorkKeys scores of at least 3 in Applied Math, Reading, and Locating Information
- CareerSafe (MIOSHA) Certificate
- First Aid/ Cardiopulmonary resuscitation (CPR)/Automated External Defibrillator (AED) Certificate

### **Supportive Services**

Supportive Services are to be provided to program participants during both training and employment related activities consistent with local MWA policy.

MWAs are encouraged to co-enroll eligible ECAR participants in other workforce development programs as deemed appropriate locally that could provide assistance and support to ECAR program participants.

Supportive Services may include:

- Transportation, including mileage and bus passes,
- Medical and lab tests including physical examinations and drug testing,
- Work related clothing,
- Work related equipment including: steel toe footwear, tools, hard hats, etc. as required by the training program, and
- Lodging and subsistence as determined necessary by the MWA for successful participation in the program. (Distance to be traveled for training, winter storms, etc.)

### **Needs Related Payments**

The program includes a needs related payment up to \$10 per hour for each hour of ECAR training up to 270 hours or \$2,700.

Each MWA operating the ECAR program may be required to create a local needs related payments policy or modify their existing local policy to allow for the needs related payments, if prohibited by current local policy.

### **Retention Services**

ECAR includes follow-up services for a minimum of 12 months following the completion of ECAR training. These services may include, but are not limited to, the following:

- Additional career planning and counseling,
- Contact with the participant's employer, including assistance with work-related problems that may arise,
- Peer support groups,
- Information about additional educational opportunities, and
- Referral to supportive services available in the community.

## **Participant Completion and Certification**

If necessary, after the completion of the designated 270 hours of training, a program participant may continue receiving the benefits of the program without the ability to collect the previously described needs related payment.

Participating MWAs will notify DELEG/BWT of participants successfully completing the ECAR program for the preparation and issuance of a certificate of completion. Participating MWAs will take part in any recognition activities devised by DELEG to honor and publicize the accomplishments of the successful ECAR program participants.

## **Program Curriculum**

The curriculum for the ECAR program is contained in this policy as Attachment I, as well as the ECAR support handbook guide also contained in this policy as Attachment II.

DELEG will provide the ECAR curriculum Handbook to each ECAR area.

## **Success Story Reporting**

Each MWA is required to submit at least one success story for each ECAR site no later than June 30, 2010, featuring an ECAR graduate who obtained employment in construction, preferably in green construction, and/or an apprenticeship position as a result of the training and services received. The success story should feature outcomes resulting specifically from the ECAR program.

MWAs must submit a success story narrative; one color photo featuring the subject of the story; the attached BWT Authorization to Release Information form by June 30, 2010.

The success story must be a one-page narrative in the following format:

Title for Story:  
Contact Person and Title:  
Michigan Works! Agency:  
Address:  
Phone:  
Fax:  
E-mail Address:

The narrative should be between 150 and 200 words and should contain the following information:

- The name of the job seeker or the employer,

- The date services began,
- The services provided to the job seeker or employer,
- The outcome that was produced from the services rendered,
- If the story features a job seeker, please provide the following:
  - The job seeker's previous occupation, position, and rate of pay,
  - The entered employment date, new employer name, and rate of pay at hire,
  - Current occupation and title of position,
  - Current rate of pay,
  - Any additional information about promotions and/or raises the individual received,
  - Length of employment with same employer, and
  - Photograph.

All subjects referred to in the submitted success story and all persons appearing in the submitted photograph(s) must also complete the BWT Authorization to Release Information form included in this policy issuance.

### **Management Information System (MIS) Reporting Requirements**

WIA funding is being utilized in support of the ECAR program; therefore, the established WIA Adult registration process will be utilized for enrolling ECAR program participants. Unless otherwise noted, all data entry requirements for WIA participants are required for ECAR.

An Individual Service Strategy must be completed for program participants. Training services do not have to be provided through an Individual Training Account or an eligible training provider. WIA client follow-up services are required. However, any organization providing occupational or vocational training in Michigan, for a fee, must be licensed.

Enter the individual as an adult in the WIA component of the MIS, completing all required "WIA Pre-Registration" and "WIA Registration" data fields.

On the "Funding Source/Programs" screen, select "Yes" for "Adult (Statewide 15% Activities)" and enter 0901 for "Adult (Statewide 15% Activities)

Contract #". Selecting this funding source will place the participant in statewide performance totals, but not in local performance.

When entering training activities, enter all required fields. For the "WIA Partner Funded" field, choose "Yes - Other Partner." Subsequently, it will not be necessary to enter the "ITA Voucher Paid Amount," "School Code," "CIP Code," "CIP Code Extra," or "Degree Level" information on the training activities screen.

For each participant exiting the program, complete the manual exit information on the "Enter/Update Status" screen. If the participant is employed at exit, complete the "If yes, Employer Name" field by entering the employer's name followed by '- Construction' if the participant is employed in construction, or '- Apprenticeship' if the participant is placed in an apprenticeship.

The screenshot shows the 'Participation Exit' form within the Michigan One Stop MIS system. The header includes the Michigan One Stop MIS logo and navigation buttons for Applicant Search, Case Management, Help/Info, Special Functions, and OSMIS. The WIA logo is also present. The form fields are as follows:

- System Exit Date: (empty)
- Manual Exit Date: (dropdown menu)
- Exited By: - (empty)
- Entered On: (empty)
- Manual Exit Reason: (dropdown menu)
- Employed at Exit: (checkbox)
- If yes, Employer Name: (text box containing "ABC Building Company - Apprenticeship")

Enter only the employer's name if the participant is not placed in a construction position or an apprenticeship program.

**Action:** Submit the WIA and WP Budget Information Summary electronically to the DELEG/BWT within 30 calendar days from the issue date of this policy issuance to Sue Schaible, Workforce Specialist, Regional Strategies Section at [schaibles@michigan.gov](mailto:schaibles@michigan.gov).

Submit the required original signed Approval Request form within 30 calendar days from the issue date of this policy issuance to:

Ms. Sue Schaible, Workforce Specialist  
Regional Strategies Section  
Regional and Sectoral Strategies Division  
Department of Energy, Labor & Economic Growth  
Bureau of Workforce Transformation  
Victor Office Center  
201 N. Washington Square, 5<sup>th</sup> Floor  
Lansing, Michigan 48913

**Inquiries:** Questions regarding this policy issuance should be directed to Ms. Schaible at (517) 335-3325.

This policy issuance is available from the Internet system at [http://web.michworks.org/OWD/index\\_owd.htm](http://web.michworks.org/OWD/index_owd.htm). The information contained in this policy issuance is available in alternative format (large type, audio tape, etc.) upon special request to this office.

**Expiration**

**Date:** December 31, 2010

LEO:ss

Attachments

## *Approval Request Instructions*

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan Title: Enter the appropriate title(s) for the plan.
4. Plan/Modification Number: Each plan number will begin with the calendar year and subsequent modifications will be the next in sequence from 01, i.e., 07-01, 07-02, etc.
5. Program Period: Identify the program period covered by this plan.

The required signatories are designated in accordance with the Michigan Department of Energy, Labor & Economic Growth/Bureau of Workforce Programs PI 09-xx, issued June XX, 2009. Signatures are required from the Workforce Development Board Chair and the Chief Elected Official(s).

## APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s):	
4. Plan/Modification Number:	5. Plan Period:

THE CHIEF ELECTED OFFICIAL (S) AND WORKFORCE DEVELOPMENT BOARD (WDB)  
HEREBY REQUEST APPROVAL OF THIS DOCUMENT

AUTHORIZED CHIEF ELECTED OFFICIAL	DATE
AUTHORIZED CHIEF ELECTED OFFICIAL	DATE
AUTHORIZED CHIEF ELECTED OFFICIAL	DATE
WDB CHAIRPERSON	DATE

BWT-344 (5/09)

The Michigan Department of Energy, Labor & Economic Growth does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, disability, political affiliation or belief, and for beneficiaries only, citizenship and participation in grant initiatives, as provided by state and federal law.

## **Budget Information Summary (BIS) Instructions**

### **Section I - Identification Information**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan/Modification Number: Each plan number will begin with the year, i.e., 07. The modification will begin with 00, and subsequent changes will be next in sequence from 00, i.e., 01, 02, etc.
4. Plan Period: Enter the start and end dates of the plan period, i.e., 07/01/07 to 06/30/08.
5. Funding Source: Check the box for corresponding plan this BIS will be used for.

### **Section II - Total Funds Available**

1. Appropriation Year (AY) Funding
  - a. Enter the current AY allocated funding.
  - b. Enter amount transferred in from another program, if any, and indicate which program the amount came from.
  - c. Enter amount transferred out to another program, if any, and indicate which program the amount was transferred to.
  - d. Enter the sum of lines 1a, 1b, and 1c to show the total allocation.
2. Carry-In Funding
  - a. Enter carry-in, if any, indicate AY, and indicate if final or estimate. If estimated, the MWA shall ensure the figure is accurate based upon financial balance at the time.
  - b. Enter state level carry-in, if any, indicate AY, and indicate if final or estimate.
  - c. Enter the sums of lines 2a and 2b to show total carry-in funding.
3. Enter the sums of lines 1d and 2 to show total funds available.

### **Section III - Current AY Planned Expenditures by Cost Category**

1. Administration: Enter amount of allocation planned for administration.
2. Program: Enter amount of allocation planned for program costs.

If Youth:

- a. Enter amount of allocation planned for in-school youth.
- b. Enter amount of allocation planned for out-of-school youth.

## BUDGET INFORMATION SUMMARY

### SECTION I – IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA)			2. MWA No.		
3. Plan/Mod No.		4. Plan Period			
5. Funding Source:					
Adult	Youth	DW	Statewide Activities	GF/GP	Trade Act

### SECTION II – TOTAL FUNDS AVAILABLE

Allocation	Amounts
1. Appropriation Year (AY) Funding	
a. Current AY Funding	\$
b. Transfer in from:   Adult [    ]   Dislocated Worker [    ]	\$
c. Transfer out to:    Adult [    ]   Dislocated Worker [    ]	\$
d. Total Current AY funding	\$
2. Carry-In Funding	
a. Carry-in AY _____ Estimated [    ] Final [    ]	\$
b. State Level Carry-In Funding	\$
c. Total Carry-In Funding	\$
3. Total Funds Available	\$

### SECTION III - CURRENT AY PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amounts
1. Administration	\$
2. Program	\$
If Youth, complete a and b	
a. Program Funding Amount for In-School Youth	\$
b. Program Funding Amount for Out-of-School Youth	\$

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## WAGNER-PEYSER

### BUDGET INFORMATION SUMMARY INSTRUCTIONS

#### **SECTION I: Identification Information**

1. Michigan Works! Agency (MWA) Name: Enter the MWA name.
2. MWA Number: Enter the number assigned to the MWA.
3. Program Title: Enter the program title. “XXXX” has been preprinted.
4. Policy Issuance Number: Enter the appropriate policy issuance number. “XX-XX” has been preprinted.
5. Program Period: Enter the program period. “XX-XX-XX through XX-XX-XX” has been pre-printed.
6. Grant Name: Enter the Grant Name. “XXX” has been pre-printed.
7. Project Name: Enter the Project Name. “XXX” has been pre-printed.

#### **SECTION II: Total Funds Available**

1. Program Year (PY) 2009 Allocation: Enter amount of Wagner-Peyser funds allocated in this PI for the XXX project.

#### **SECTION III: Planned Expenditures by Cost Category**

1. Program Expenses (Direct Customer Services): Enter amount planned for program expenses. These are costs directly associated with providing program services to job seekers or employers. They include such items as salaries and benefits of the contracted ES providers; rent and utilities attributed to the space used to deliver services; supplies, Internet connections, information technology, and equipment used to deliver direct services; and contractual expenses such as equipment maintenance related to the delivery of direct services.
2. Administration Expenses: *Enter amount planned for administration expenses. Administration Expenses are defined as the costs necessary for the proper administration and coordination of Wagner-Peyser employment services. Wagner-Peyser provider administrative costs are to be excluded and planned and reported as program expenses (direct customer services). Only administration costs associated with the Wagner-Peyser programs should be charged against the Wagner-Peyser allocation. There will be no limitations imposed on administration expenses; however, MWAs that indicate*

*administration expenses above 20 percent will be monitored.*

Administration expenses include salaries and benefits and all other indirect overhead costs **not associated with providing program services** to job seekers and employers, such as the preparation of program plans, budgets, and schedules; monitoring of programs and projects; fraud and abuse units; procurement activities; public relations services related to accounting, litigation, audits, management of property, payroll, and personnel; costs of good and services required for the administration of the program such as rental and purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space not used for providing program services to job seekers and employers; travel costs associated with official business; management information systems not related to the tracking and monitoring of ES requirements (e.g., for a personnel and payroll system for administrative staff); and preparing reports and other documents related to program requirements.

3. Total Planned Expenditures: Enter the sum of lines 1 and 2.

**WAGNER-PEYSER**

**BUDGET INFORMATION SUMMARY**

**SECTION I – IDENTIFICATION INFORMATION**

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Program Title: XXX	
4. Policy Issuance Number: XX-XX	5. Program Period: XX-XX-XX through XX-XX-XX
6. Grant Name:	7. Project Name:

**SECTION II – TOTAL FUNDS AVAILABLE**

	Amounts
1. Program Year 2009 Allocation	\$

**SECTION III – PLANNED EXPENDITURES BY COST CATEGORY**

Cost Categories	Amounts
1. Program Expenses (Direct Customer Services)	\$
2. Administration Expenses	\$
3. Total Planned Expenditures	\$

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<b>Regions</b>	<b>Participants</b>	<b>WorkKeys Assessments</b>	<b>Training Cost</b>	<b>Needs Related Payments</b>	<b>Support Services</b>	<b>Follow-Up &amp; Retention Services</b>	<b>Sub -Totals</b>	<b>Local Administration</b>	<b>Totals</b>
Benton Harbor	15	\$3,938	\$52,500	\$40,500	\$28,058	\$33,750	\$158,746	\$15,875	\$174,621
Detroit	15	\$3,938	\$52,500	\$40,500	\$28,058	\$33,750	\$158,746	\$15,875	\$174,621
Flint	15	\$3,938	\$52,500	\$40,500	\$28,058	\$33,750	\$158,746	\$15,875	\$174,621
Hamtramack	15	\$3,938	\$52,500	\$40,500	\$28,058	\$33,750	\$158,746	\$15,875	\$174,621
Highland Park	15	\$3,938	\$52,500	\$40,500	\$28,058	\$33,750	\$158,746	\$15,875	\$174,621
Muskegon Heights	15	\$3,938	\$52,500	\$40,500	\$28,058	\$33,750	\$158,746	\$15,875	\$174,621
Pontiac	15	\$3,938	\$52,500	\$40,500	\$28,058	\$33,750	\$158,746	\$15,875	\$174,621
Saginaw	15	\$3,938	\$52,500	\$40,500	\$28,058	\$33,750	\$158,746	\$15,875	\$174,621
<b>Totals</b>	<b>120</b>	<b>\$31,504</b>	<b>\$420,000</b>	<b>\$324,000</b>	<b>\$224,464</b>	<b>\$270,000</b>	<b>\$1,269,968</b>	<b>\$126,997</b>	<b>\$1,396,968</b>

**AUTHORIZATION TO RELEASE INFORMATION  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
BUREAU OF WORKFORCE TRANSFORMATION**

I hereby grant the Michigan Works! Agency (MWA) and the Michigan Department of Energy, Labor & Economic Growth (DELEG)/Bureau of Workforce Transformation (BWT) (including any of its designated officers, employees, agents, or contractors), within its absolute discretion, to release, disseminate, or use in any manner it sees fit the attached documents and any information contained therein, as well as my photograph if provided, as a likeness of me, for same use. I also grant permission for the MWA and the DELEG/BWT (including any of its designated officers, employees, agents, or contractors) to use my name in connection with these photographs and information.

I hereby waive any claim arising out of such release, dissemination, or use.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**(Shaded Area for Office Use Only)**

**Information or photo received and submitted**

**By:** \_\_\_\_\_

**MWA Name:** \_\_\_\_\_

**Subject Matter:** ECAR Success Stories

**Orientation:** To inform trainees of program policies and procedures, program expectations and employer expectations and requirements. Information to include in this tab:

- A. Program Overview
  - Goals & Expectations
  - Drug Screens
- B. Class Schedule Review
- C. Trades Overview

*Documents provided*

- *ECAR Program Overview*
- *Trades Overview*
- *ECAR Weekly Curriculum*
- *Student Evaluation*
- *Classroom Training Code of Conduct*

**Essential Employment Skills:**

- A. Self-Assessment—This module provides trainees with various tools to help them identify and assess their skills and abilities that provide a benchmark for their self assessment. Self-assessment is a process by which an individual learns more about one’s self—what they like, what they don’t like, and how they react to certain situations. Knowing these things can help a person determine which occupations and work situations are a better fit for them. Self-assessment results can also be a predictor of how trainees interact with other group members and co-workers. It provides a foundation for group activity and interaction.

Information to include in this area:

- Group discussion (work history experience and skills)
  - Partner Introduction
  - Life sketches
  - HBDI Brain Dominance
  
- B. Group Dynamics Process—To provide various tools and activities to assist trainees in their development of work teams. Trainees learn how to interact with different personality types in order to combine their strengths to the success of job projects and the company. Information to include in this area:
  - Group Dynamics process
  - Group building activities
  - Stages of Group Development
  - Group Dynamics
  - Leadership Styles
  - Leadership Characteristics