



## Organizational Excellence of the Personnel Commission Outplacement Services for Displaced Employees

JANUARY 2010

### Rapid Response Services for Laid-Off Workers

We have teamed up with the City of LA Workforce Investment Board to assist employees through this difficult transition. Representatives of the State of California Employment Development Department (EDD) and job placement professionals will be on hand to assist you. They will provide you with:

- Assistance in finding your next job
- Unemployment insurance answers to your questions
- Education and training opportunities
- Connections to other re-employment services



Please visit their website to find a location near you: [www.worksourcecalifornia.com](http://www.worksourcecalifornia.com) or call 1-800-FOR-A-JOB.

### Through the Division of Adult and Career Education You Can . . .

- Prepare for a career in construction through LAUSD's pre-apprenticeship training program!\*
- Earn nationally recognized certification in computer skills and become more employable \*\*

Call (888) 730-EARN for class offerings and locations.

\* WE Build Program

\*\* IC3 and MOS (Microsoft Office Specialist)

### District Employment Opportunities

Though the District is facing unprecedented reductions, there remain specific opportunities in some classifications. One of them may be right for you!

We encourage employees who are affected by the reduction in force to consider all career options. To find out about the latest employment opportunities, please go to [www.lausdjobs.org](http://www.lausdjobs.org).

### Career Resource Workshops

- Resume Writing
- Acing the Interview
- Job Search
- Test-taking Strategies
- Financial Planning
- Moving Forward

*See the reverse side for additional information and how to tap into these services.*

# ***Career Training, Education, and Transition Services***

**January 2010**

**Please fax to: (213) 353-0120**

Please **place a check** next to the opportunity area(s) that you are interesting in pursuing. Please provide your contact information below to receive additional information.

## **Rapid Response for Laid-Off Employees**

I would like to attend the Rapid Response session on Monday, January 11, at the following location:

- Valley**  
8:30 to 11:30 a.m.  
Devonshire Training Site  
10045 Jumilla Ave., Auditorium  
Chatsworth, CA 91311
- Downtown**  
1:30 to 4:30 p.m.  
1543 Shatto Street, 3rd Floor  
Los Angeles, CA 90017

## **Career Resource Workshops**

I would like to attend the following workshops\*:

- Jan. 13—Moving Forward (Dealing with and surviving organizational changes)
- Jan. 19—Resume Writing
- Jan. 20—Job Searching
- Jan. 25—Test Taking Strategies
- Jan. 27—Acing the Interview
- Feb. 3 —Financial Planning

\*All classes will be held in downtown from 4:00 to 6:00 p.m. with the exception of Moving Forward, which will be from 4:00 to 5:00.

Employee Name: \_\_\_\_\_

Employee#: \_\_\_\_\_ Official Title: \_\_\_\_\_

Name of School or Office: \_\_\_\_\_ Local District: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home/Cell Phone \_\_\_\_\_

Preferred Email: \_\_\_\_\_

**If attending during assigned work hours, please provide your supervisor's signature for approval to attend:**

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_

**Superintendent Cortines has endorsed the release of laid-off employees to attend one of the Rapid Response sessions.**

**The Organizational Excellence of the Personnel Commission  
To contact us, please call us at (213) 353-4300 or visit us at [www.oetraining.net](http://www.oetraining.net).**