**Placement 101**

***An introductory training program for***

***NEW Job Placement Professionals***

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* **April 17 - 18 and May 2nd, 2019**
* **8:30 am to 4:30 pm**

***Location***

***Brainerd CareerForce Center***

***Crow Wing County Community Services Building***

***Conference Rooms A and B – Second floor***

***204 Laurel Street***

***Brainerd MN 56401***

Sponsored by Minnesota Rehabilitation Association – Job Placement Division in collaboration with Vocational Rehabilitation Services and a network of Community Rehabilitation Programs, this 3-day training program will provide a basic orientation for new Job Placement professionals. You will learn:

* **Essential information to establish effective relationships between Vocational Rehabilitation Services and Community Rehabilitation Programs**
* **Best practices in preparing job seekers to conduct a job search**
* **Best practices for finding job leads and establishing strong relationships with businesses**
* **How to prepare job seekers for the first few days on the job**
* **Follow up strategies to ensure a good job match**
* **How to deal with challenging situations with job seekers / employers**
* **Tips for workload management and self-care**

**WHO SHOULD ATTEND: Job Development/Placement staff who provide job placement services to persons with disabilities.**

**PLEASE NOTE*:***

1. **Registration priority will be given to individuals most recently hired into a Placement role.**
2. **Participants must commit to completing the full 3-day program.**
3. **Cost per person for entire training session: $100.00 for MNJPD member and $125.00 for non-member.**

*Membership application can be found at* [*www.nationalrehab.org*](http://www.nationalrehab.org) *and click on the FAQ printable membership application form*

***COST:*** Lunch is on your own.

***REGISTER:*** Complete the attached fillable form and email to mnjpdtreasurer@gmail.com Please complete one form for each person attending. PO and checks made out to MNJPD. Checks can be mailed to Tamera Radloff at 716 Webster Lane SE, Rochester MN 55904

***Registration Deadline: April 1st 2019***

**April 17 – 18, May 2nd 2019**

**Placement 101 Registration Form**

Form Instructions:

This is a fillable registration form. Use the Tab key or mouse to move from one field to the next.

1. Complete this registration form and **save** it to your computer – one attendee per form.
2. Send an email to mnjpdtreasurer@gmail.com and **attach** your saved registration form.

If you have questions about using this form, contact Doris Illies at 320-260-1401 or Stephanie Kruger at 507-206-9689.

**Registrant Information**

Name:       Email:       Phone:

Supervisor Name:       Supervisor Email:

Agency Name and Address:

MRA member number \_\_\_\_\_\_\_\_\_

How long have you been providing Job Placement services?

[ ]  0-6 months [ ]  6-12 months [ ]  1- 2 years [ ]  2 years+

Do you provide employment services to persons with disabilities?

Yes / No

Do you need ADA accommodations?

Yes / No       If yes, please describe: