**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](mailto: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: