

Wisconsin Fast Forward Technical Advisory Bulletin

Bulletin # 1

Forming Trainee Cohorts for Wisconsin Fast Forward Training Programs

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Purpose: To assist Wisconsin Fast Forward Grant Project Directors in finding Trainees that fit the employer needs for participation in training programs for non-incumbent workers.

The Wisconsin Fast Forward program allows Wisconsin grantees to design and deliver worker training programs for unemployed, under-employed and incumbent workers. Involved employers define the training program as well as the trainee cohort, in terms of size and qualifications. Programs that focus on training incumbent employees may not need assistance to recruit trainees. However, projects that focus on unemployed and underemployed trainees may need to find qualified candidates to fill their training courses. This bulletin provides direction for building trainee cohorts for such projects.

Defining the Needed Trainees

The WFF Grant Project Director should work with the employers involved in the project to develop:

- Trainee profile: Qualifications defined by the employer such as skills, aptitudes, and experiences for each trainee that would make success in the program more likely, and which would be desirable for the training occupation, therefore meeting the employer hiring needs.
- Cohort requirements: Number of trainees needed, training dates, geographic locations of training and of future employment,
- Process for recruitment: What level of publicity, trainee information, and pre-assessment or interviews the employer desires should be part of the defined process of selection for the training class.

Partnering to Find Trainees

Project Directors may use the following links to share the above employer defined needs with Wisconsin Fast Forward and DWD partners who can assist with recruiting qualified trainees.

[Job Centers of Wisconsin](#) - Contact your local JCW to post jobs and search for candidates.

[DWD Division of Vocational Rehabilitation](#) - Contact DVR Business Services to help you locate qualified DVR candidates.

[DWD Veterans Employment Services](#) - Contact a LVER Employment Services staff to help you locate veterans for hire.

[Workforce Development Boards](#) - Contact your local WDB to help with your various workforce needs.

[Wisconsin Technical College System](#) - Contact your local Technical College to post jobs or find recent graduates that fit your trainee profile.

Getting Extra Assistance

OSD Staff are ready to assist you at:

WisconsinFastForward@DWD.wisconsin.gov

608-267-3803



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