

## *Building Skills & Growing Businesses!*

**Our professional Outplacement Services are designed to help workers return to work!**

- How to file for Unemployment Insurance
- iMatchSkills-Job Matching Tool
- Computer Training Skills:  
*Microsoft Windows, Word, Excel, Access, & PowerPoint*
- Free Short-Term Training for High-Demand Industries
- Job Leads & Placement
- On the Job Training - Get paid while you train
- Workshops  
*Resume, Interviewing*  
*Switching Occupations*  
*Networking*  
*Transferability of Skills*
- Career Counseling

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*Services sponsored by the  
Workforce Investment Council of Clackamas County*



Rapid Response Out Placement Services  
for Clackamas County  
Employers & Employees



*Designed to meet the needs of  
local employers!*

**Workforce Solutions for  
Businesses & Job Seekers!**

## Preparing for a Reduction in Staff ?

The Rapid Response Outplacement Team offers **customized services** to companies experiencing Layoffs or downsizing. Our goal is to lessen the impact by delivering services to your workforce in advance of and after the layoff.

All services are provided at **no-cost** through a partnership with Clackamas Community College Workforce Services and WorkSource Clackamas.

## Service Advantages

### Employer's benefit when workers are notified prior to a layoff.

- Company concerns are alleviated.
- Employees have stronger company loyalty when the employer is seen actively providing services and information to workers for new jobs.
- Workers remain committed to the company, when an employer invests in their welfare prior to layoff.
- Rumors can be controlled; potential for sabotage or theft is reduced or eliminated; productivity remains high; and workers are more likely to remain with the company until their release date.
- Dislocated worker services are pre-paid through federal programs.

## Personnel Issues Addressed

- When workers get prior notice of a layoff, workers' compensation claims and sick leave are reduced.
- The Rapid Response Team is available to assist Human Resource staff as they receive an increase in questions, complaints and concerns from workers.

## Employer and Workers Both Win

- Employers can sometimes be eligible for additional funding to prevent future layoffs.
- A transition team made up of workers, management, and the Rapid Response Team can plan **no-cost** comprehensive and individualized services for the company.
- When workers receive prior notice of a layoff, they return to the workforce more quickly after leaving the company.
- Information empowers workers to take the next steps toward their future jobs.

## Onsite (or our site) workshops can be provided at no-cost for:

- Resume & Cover Letter Writing
- Interview Coaching
- Switching Occupations
- Finding & Applying for Job Leads
- Computer skills training in Microsoft Windows, Word, Excel, Access, & PowerPoint
- Refreshers in workplace Math, Writing, & Reading
- Budgeting Tips While Job Searching
- And more ...