

Southwest Wisconsin Workforce Development Board (SWWDB)-- (608) 741-3400

Special Interest Articles:

- Learn How to Help Yourself and Your Family
- Tips on Networking
- Local Resources Can Be Valuable

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PERSONAL MANAGEMENT SERIES TO START

Nothing can cause more stress and family problems than the loss of one's job and steady income. It also causes the loss of self-esteem and feelings of value. Short of finding new, comparable employment, those who successfully manage the situation are those who take control of the situation and their lives. It involves a lot of sacrifice, hard work, and planning, but it can be done.

This newsletter and future issues will contain a series of articles centering on what you can do to help yourself and your family. Not all articles will fit your personal situation, but the majority will contain some elements that you can use to better manage your situation.

Included will be topics such as controlling spending, paying bills, creditors, insurance and more.

While not everything may be within our own control, there are many things we can control to help ourselves. Small things can add up quickly—don't overlook any possibility.

The following article gets us started—**Taking Care of Yourself**. After all, if you take care of yourself, it will follow that you'll also be helping those you love the most.

TAKING CARE OF YOURSELF—AND YOUR FAMILY

Studies have shown that one of life's most stressful situations is losing one's job. A natural outcome of that is a feeling of anger and agitation. If not managed properly, it could boil over and affect others, especially family members.

Your feelings may come from a self-perception of failure (certainly not the case), helplessness, frustration or resentment. The first step to reducing your stress is to understand those feelings and finding ways to express your feelings positively.

To help reduce your anger, look at it objectively. Don't ignore your feelings, but confront them. And don't forget your family—after all, they're feeling the stresses too. By talking to them, you can vent and support one another.

Physical exercise can be a way to help relieve stress and expend excess energy. Also don't forget to take time for the things you enjoy—they can help to take your mind away from everyday stressors. Use your networks to help support you, and don't fall into negative habits,

such as excessively watching TV or oversleeping. Use your time positively, not only preparing for potential employment opportunities, but also working on uncompleted projects or doing things with your children or spouse. If that doesn't work, don't hesitate to seek professional help, especially if you feel your problems have become too big.

Remember, you can control your own outlook and actions—and others are pulling for you. Let them help you to succeed!

NETWORKING—IT’S NOT WHAT FISHERMEN DO!!



“Your contacts don’t have to be people who can obviously help you—they could be the son of a friend, or neighbor of a relative.”

“Networking” simply means “talking to people.” It can truly be one of the most effective ways to locate employment. People are happy to help others if they can. But in turn, you need to be very clear how you’d like their help and what you’re looking for!

Your first step is to list all of the people to whom you can talk. They do NOT need to be friends or

relatives—if you have a commonality speak to them. Give them an easy way to help you—don’t just say “I’m looking for a job” but rather ask for their tips or if they know of any job that might be a good fit. Prepare a paragraph about what you’re looking for and the kind of help you can use, like “I’m seeking an entry-level position in mechanical repair. Do you know of

anything available or anyone who may working in that field?” Then ask if you can get their phone number ask if you can use the person’s name you are calling. Remember, your contacts don’t have to be people who can obviously help you—they could be the son of a friend or neighbor of a relative—you need to get your “story” out.

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UTILIZE YOUR LOCAL RESOURCES

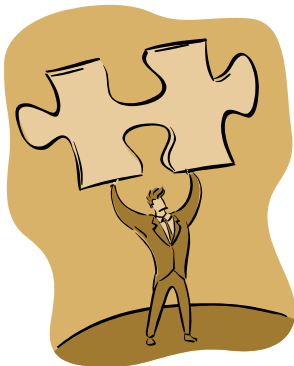
Do you want to display initiative and motivation while simultaneously gaining valuable skills? The **Success Skills Training** sessions will do just that! Generally offered Friday mornings, if you complete the three workshops you will be awarded a certificate that is recognized by employers in Rock County as a program that teaches individuals the importance of “soft skills” on the job. Offered at no cost,

the program is endorsed by the Blackhawk Human Resource Association, Forward Janesville, the Beloit Chamber of Commerce, and the Southwest Wisconsin Workforce Development Board. While this is very important, the real importance lies in the skills you will learn.

Included will be training on *attitude and responsibility*—how follow-through and behaving responsibly can

change your life. The *communication* section includes conflict resolution, anger management, and dealing with difficult people. *Decision making/problem solving* looks at techniques for identifying problems and applying solutions

To register for sessions, contact the Job Center’s Resource Room at (608) 741-3578.



BE CAREFUL OF REFINANCING SCAMS

Be careful if you’re considering refinancing your home. There are many scams out there, with a few predatory lenders offering costly refinancing loans. This can be especially true when you read or view ads that promise to get you out of debt.

Check out a variety of companies or options and compare fees with several lenders. Staying with reputable, local lenders is a good choice. Be sure you know the real costs involved, which could be more than your original mortgage.

Be wary of lenders that encourage you to take a home equity loan or line of credit. It is really a second mortgage and places you in jeopardy. If you cannot make payments, you could lose your house. Always be sure to read the entire loan document and know what your payments will be!

UNEMPLOYMENT CLAIMS CAN CAUSE BACKLOGS

It can be extremely irritating—you call to attempt to get unemployment help and you cannot get through! Well, believe it or not, in Wisconsin you may not have it too bad! Other states too are experiencing overloaded computer systems, jammed telephone lines and the need to hire temporary workers.

Mike Cullen, Colorado's unemployment insurance director, said they've been experiencing the highest number of weekly claims since the start of keeping

records in 1985. Is it any wonder? In December, the Department of Labor reported the unemployment rate hit 72% in December, up from 6.7% in November, with employers releasing over a million workers in the two-month period. The total for all of 2008 was 2.6 million, the most since 1945.

Even online unemployment applications are causing overload problems. Three states—Ohio, North Carolina, and New York—reported computer

problems. Other states are slowing due to the volume.

If you need to talk to a person—good luck! According to an article in *The Christian Science Monitor*, Danielle Saxon of Elk Grove, CA lost her job at a home renovation company. But her claim form disappeared in the mail, and for two weeks, she was unable to get through to anyone in the state Employment Development Department. After missing two unemployment checks, she drove to a state office

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E-mail may be the best and most efficient means to get your unemployment check!

WORKSHOPS BEING OFFERED

Consider one or more of the following workshops in February at the Job Center (in either Room K or D/E). They can greatly assist you:

Planning for the Months Ahead—keeping a roof over your head, meeting insurance needs, and “is training right for you?”—

- * Mon., Feb. 2, 9-10 a.m.;
- * Weds., Feb. 11, 10:30-11:30 a.m.;
- * Mon., Feb. 16, 9-10 a.m.;
- * Weds., Feb. 25, 9-10 a.m.

Getting Through the Tough Times—deciding which bills to pay first, talking with credits, bartering—

- * Mon., Feb. 2, 10:30-11:30 a.m.;
- * Weds., Feb. 11, 9-10 a.m.;
- * Mon., Feb. 16, 10:30-11:30 a.m.;
- * Weds., Feb. 25, 10:30-11:30 a.m.

Doing What Is Best—deciding if bankruptcy is an option—

- * Weds., Feb. 4, 10:30-11:30 a.m.;
- * Mon., Feb. 9, 9-10 a.m.;
- * Tues., Feb. 17, 9-10 a.m.;
- * Mon., Feb. 23, 10:30-11:30 a.m.

Helping Yourself and Others—helping children cope, making your family a part of the situation, taking care of yourself—

- * Fri., Feb. 6, 9-10 a.m.;
- * Mon., Feb. 9, 10:30-11:30 a.m.;
- * Tues., Feb. 17, 10:30-11:30 a.m.;
- * Tues., Feb. 24, 9-10 a.m.

Moving Ahead—job scams, starting your own business (not always a good idea), and local agencies/resources

- * Fri., Feb. 6, 10:30-11:30 a.m.;
- * Fri., Feb. 13, 10:30-11:30 a.m.

* Thus., Feb. 19, 10:30-11:30 a.m.

* Tues., Feb. 24, 10:30-11:30 a.m.

Hot Jobs—new jobs added to the Job Center of Wisconsin site in the last week, refreshers on describing transferable skills, resume development, and interview dos and don'ts—

- * Weds., Feb. 4, 9-10 a.m.
- * Fri., Feb. 13, 9-10 a.m.
- * Thus., Feb. 19, 9-10 a.m.
- * Mon., Feb. 23, 9-10 a.m.

Registration is not needed for the above workshops.

However, there are many computer training workshops throughout the month. Those require registration—(608) 342-4227 or e-mail mk.runde@jobcenter.org (Mary Kay Runde).

WHAT'S AVAILABLE IN JOB CENTER RESOURCE ROOM?

There's no fee for Job Center Resource Room services. They include the following:

- * Job Net/Job Center of Wisconsin Website
- * Internet
- * Computer Programs
 - + Winway Resume
 - + Microsoft Office
- * Apprenticeship Info.
- * Entrepreneurship Info.
- * Local Area Training Info.
- * Local Newspapers
- * Photo Copier
- * Fax Machine
- * Telephones (local calls only)
- * State & Local Maps

- * State Employment Opportunities Listing
- * Workshop Schedules
- * Veterans Reps.

The Resource Room is there for your use. Be sure to take advantage of it!

*"You want to be able to call a stranger and say
"Bill Harris told me you'd be the best person to talk to..."*

NETWORKING (Continued from Page 2)

Among the most initial effective contacts you may have are personal contacts (neighbors, friends, church members, etc.); professional contacts (previous employers, supervisors, clients, etc.); all the people your contacts know (you want to be able to call a stranger and say

"Bill Harris told me you'd be the best person to talk to about mechanic position openings in the Wilson Tool Company.")

Also don't forget that you can use e-mail and Electronic Mailing lists to expand your list of people who would be willing to return your (electronic) phone call. Be sure to

explore mailing lists by topic.

One mistake anxious job seekers make is sending unsolicited resumes to individuals who have not requested them. And remember—your purpose is to show the company how you can help them, not how they can help you!

BTC's Health Care Field Offers Many Options

Blackhawk Technical College has many options available in Health Care, but according to Dean Ann Krause, the key is acting early. "You need to apply as soon as you can," she said, and the best way to get started is working through your case worker. "Most things progress according to your appointment or application date, so do so as soon as you can" she said.

Even if you don't get into a program immediately, you

can start on general education requirements and prep classes in areas like chemistry, pharmacology or anatomy and physiology. "But they fill quickly, so act soon," she emphasized.

A good starting class is *Introduction to Health Care*, to find out what areas you may like best. The class counts toward your degree as an elective plus you become CPR-certified.

According to projections by the Center for Workforce

Strategies (COWS), RNs and LPNs will be in demand, along with medical assistants, medical lab technicians, all offered at BTC, and clinical lab techs, offered through a shared program between BTC and MATC-Madison. BTC also currently has specific classes designed for AWARE (Auto-related) workers in LPN and Medical Assisting. If successful, it may continue in the future. For now, the first step is to contact your case worker.

"You need to apply as soon as you can. Most things progress according to your appointment or application date.."

GETTING THROUGH (Unemployment Claim Backlogs)

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with six phones that would ring through directly to state workers. As she waited in line to use one of the phones, she tried to reach someone on her cell phone—in 86 separate calls.

After two hours and 45 minutes, she finally got to use one of the six phones, but she had to redial 115 times to get through to a state employee.

The Department of Job and Family Services in Ohio normally handles about 7,500 calls a day. In late December, it was receiving 80,000 a day.

In Wisconsin, Initial Claims for unemployment insurance increased by slightly more than 1,000 to a total of 30,217 for the week ending January 10, 2009. Last week Initial Claims totaled 29,151, compared to 16,935 one year ago.

Similarly Continued Claims for Unemployment Insurance increased by 19,788 to a total of 184,699 for the week ended January 10. The prior week totaled 164,911. One year ago Continued Claims amounted to 112,986.

Given this tremendous

load increase, increased delays can be expected.

The Wisconsin UC web site gives credence to that situation. They indicate that due to these situations, they're experiencing an increase in the workload and call volume. They say that if your claim is held because of a pending eligibility question, it may take 21 days or more from the day the question arose before you're contacted by a representative.

A Federal law extending unemployment benefits became effective the

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Having auto redial will help to get you through

WHERE ARE WISCONSIN'S JOBS PROJECTED TO BE?

While it is impossible to accurately predict where Wisconsin's "In-Demand" jobs will be in the near future, based on America's Career InfoNet, the following jobs are predicted to be the top 25. Only four indicate the need for a bachelors degree or higher--postsecondary teachers, accountants and auditors, computer software engineers, applications, and elementary school teachers, (except special education). And two of those—accountants and computer workers—have

entry-level positions with short-term education. Otherwise, all the remaining require education of an associate degree or less. The projected need for Wisconsin employees covers the years 2006-2016.

Top Occupat Projected Need

1. Registered Nurse	13,420
2. Food Preparation	9,570
3. Customer Service Rep.	8,800
4. Personal & Home Care	8,510
5. Home Health Aides	6,760
6. Retail Salespersons	6,040

7. Janitors/Cleaners	5,900
8. Truck Drivers	5,740
(Heavy & Tractor/Trailor)	
9. Postsec. Teachers	5,210
10. Office Clerks, General	5,010
11. Waiters/Waitresses	4,760
12. Nurse Aides	4,710
13. Bookkeeping, Accountg	4,500
14. Child Care Workers	3,930
15. Exec. Secretaries	3,800
16. Receptionist/Info Clerk	3,760
17. Accountant/Auditor	3,480
18. Comput. Softw. Engin.	3,340

19. Maid/Housekeepg.	3,110
20. Carpenters	2,900
21. Sales Represent.	2,830
22. Landscaping Work	2,640
23. Medical Assistant	2,600
24. Bartender	2,400
25. Elementary Teacher	2,360

Southwest Wisconsin Workforce Development Board

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1900 Center Avenue
Janesville, WI 53546

PHONE:
(608) 741-3400

RESOURCE ROOM:
(608) 741-3578

WEB SITE:
www.jobcenter.org

We're on the Web!

See us at:
www.swwdb.org

Unemployment Insurance-Getting Through (continued)

*(Continued From Page
5—UC Claims)*

last week of November, 2008, which was in addition to the extension enacted in July, 2008. Those first payments for the November 29, 2008 group were made on December 12. To file an application for those additional benefits, choose from among the options to reopen your existing claim for UC.

Located on the www.ucclaim-wi.org/InternetClaims web site, they include

- Applying for UC—both first time and previous

- Applying for extended benefits
- Filing weekly claims
- Viewing my claim information
- Getting Tax Form 1099-G
- Frequently Asked Questions (FAQs)
- Direct deposit of UI benefits
- Claimant Handbook, UCB-10
- Other Unemployment Information and Resources

- Basic instructions for using web based applications and forms

According to UC official Dick Jones, the Wisconsin UC office has recently added about 80 workers to its staff to help handle the surge of requests, but of course, most must receive anywhere from four to eight weeks of training, so while immediate relief may not come, within a month there should be help. For now, the only advice that holds is to keep trying and make electrical filing a priority.

About the Southwest Wisconsin Workforce Development Board

It's a mouthful—but the SWWDB is devoted to assisting you to locate meaningful employment. Operated out of the Rock County Job Center, the SWWDB serves a six-county area. It's a collaboration of private and public leaders working together to promote innovative and quality local workforce development activities.

The two main services provided are business and worker services, the latter through the Job Center or virtual Job Center at www.jobcenter.org. Free services are offered in a “one stop shopping” format in the delivery of employment-related services.

In addition, Wisconsin's JobNet system, a statewide

job posting site, is available to help you find a job through the Job Center both onsite and online.

The SWWDB is responsible for the local design and implementation of the Job Center. For more details about the SWWDB's offerings and services, go to their web site at www.swwdb.org.

