

WORKFORCE STRATEGY CONSULTANTS

# WORKFORCE WEDNESDAY

Providing Workforce Solutions for MN Employers



# We Will Begin Shortly

# October is Manufacturing Month

## Vision

1. Educate youth, job seekers, and career changers about career opportunities in manufacturing
2. Tour manufacturing facilities in your community
3. Acknowledge and celebrate the manufacturing industry as a critically important part of Minnesota's diverse economy



<https://careerforce.mn.gov/industry/manufacturing>

**#MNManufacturingMonth**

# October is Manufacturing Month

## Main Activities & Events

1. Proclamation from Governor  
& Certificate of Commendation Available
2. Tour of Manufacturing (TOM) & School Tours
3. Virtual Magazines ([Central MN](#) and [South Central MN](#))
4. Presentations in Communities and at Schools
5. Manufacturing Blogs and Events
6. [Workforce Wednesday](#) on Oct 1
7. CareerForce Activities and Events, including Job Fairs
8. Minnesota State Advanced Manufacturing Center of Excellence Webinars



<https://careerforce.mn.gov/industry/manufacturing>



**#MNManufacturingMonth**

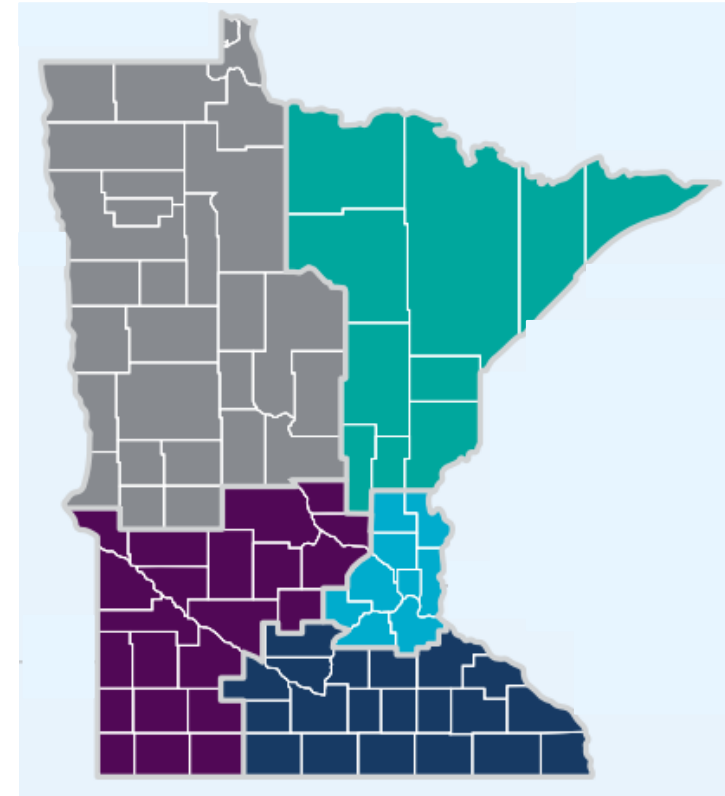
# Workforce Strategy Consultants

Assist employers in increasing the number of applicants and new hires

Offer employer tools to assist them in reviewing and enhancing their current training programs

Enhance Diversity, Equity and Inclusion (DEI) within their workplace

Develop programs that help employers be recognized as an employer of choice in their industry



**Jessica Miller** - Director, Workforce Strategy  
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<https://careerforce.mn.gov/WorkforceWednesday>

<https://mn.gov/deed/business/help/workforce-assistance/wf-strategy.jsp>

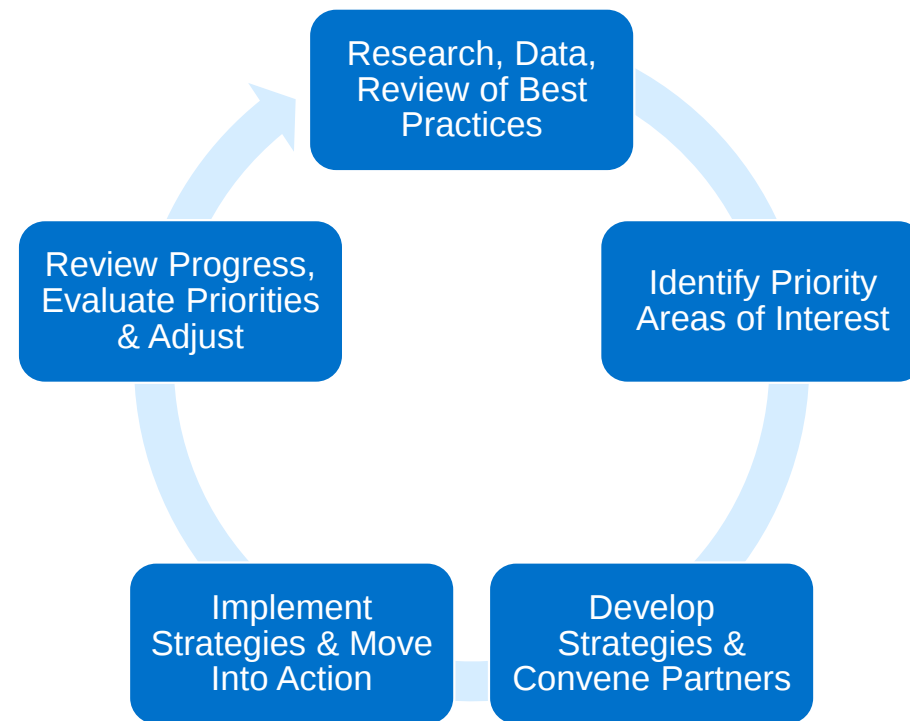
**mn** EMPLOYMENT AND  
ECONOMIC DEVELOPMENT

Leading  
**CareerForce**

[careerforce.mn.gov](https://careerforce.mn.gov)

# What We Do

**MISSION:** Develop innovative workforce solutions by aligning resources, facilitating collaboration, and leveraging expertise in targeted industry sectors to drive economic equity and growth





# WORKFORCE WEDNESDAY

Workforce Strategy Consultants share what works with Minnesota employers

## 2025 Workforce Wednesday Schedule

- **January 8:** DEED's Business Development Team: The Key to Business Expansion and Growth
- **February 5:** Employee Resource Groups
- **March 5:** Strategies for Developing a Fair Chance Workforce
- **April 2:** Powering Workforce Success: Leveraging Industry Sector Partnerships
- **May 7:** It Takes a Village: Resident Recruitment & Community Impacts on Workforce
- **June 4:** Workforce Consultation Strategies
- **July 9:** Introduction to AI for Employers: What It Is, How It Works, and Why It Matters
- **August 6:** Unlocking Workforce Insights: Navigating Labor Market Information for Employers
- **September 3:** Engaging the Unhoused Workforce
- **October 1:** Enhance Employee Skills with Incumbent Worker, On-the-Job Training, and Other Grant Funded Training Opportunities
- **November 5:** The Minnesota Indigenous Workforce Initiative and the Economy of Minnesota's Indian Country
- **December 3:** 2025 Year in Review Highlights

WORKFORCE STRATEGY CONSULTANTS

# WORKFORCE WEDNESDAY

Providing Workforce Solutions for MN Employers



**Enhance Employee Skills with Incumbent  
Worker, On-the-Job Training, and Other Grant  
Funded Training Opportunities**

**October 1, 2025**

# Agenda

- Introductions of Presenters
- Review of On-the-Job Training (OJT) and Incumbent Worker Training Programs
- MN Job Skills Partnership (MJSP) Program Opportunities
- Employer Panel Discussion
- WW Unplugged

# Presenters



**Angie Dahle**  
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**Tim Zipoy**  
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**Della Ludwig**  
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# MN Association of Workforce Boards



- Local Boards support all Manufacturing Month activities by promoting and connecting
- CMJTS and Career Solutions are hosting an employer summit to share tools and resources on October 29<sup>th</sup> in St. Cloud  
E3: Employers - Engage – Exchange

<https://mawb-mn.org>



# BUSINESS SERVICES

Workforce Wednesday - 2025

Tim Zipoy, CMJTS  
Angie Dahle, Career Solutions

Visit Our Websites

**CMJTS.org**

**CareerSolutionsJobs.org**



# Intro on Career Solutions & CMJTS

(Tim)

- Employment & training agencies that assist our community in building a skilled workforce.
- We help our community grow prosperity by meeting the workforce needs of businesses and job seekers now and in the future.
- Invest in people and businesses.
- Help individuals train for and gain meaningful employment. Through:
  - Career counseling
  - Job Training
  - Business relationships
- This includes:
  - Entry-level to experienced workers
  - Youth to older adults
- State & Federally funded (+ local grants, fundraisers & donations)
  - Services offered at no cost



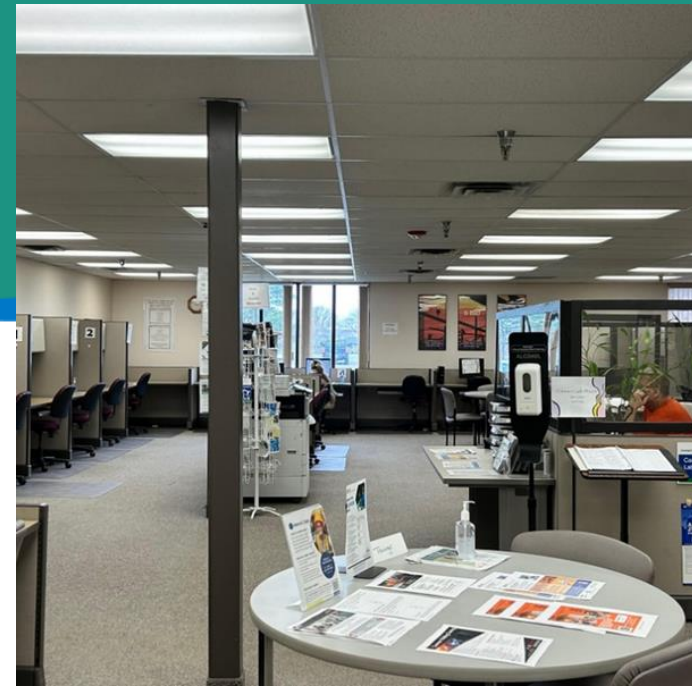
# About Career Solutions (Angie)

- Partner: CareerForce - St. Cloud
- Primary Service Area: Stearns & Benton counties
- Location: North side of SCTCC
- Staff: 25 employees (11 career planners)
- Website: [www.CareerSolutionsJobs.org](http://www.CareerSolutionsJobs.org)



# About CMJTS (Tim)

- Partner: CareerForce
- Primary Service Area: Chisago, Isanti, Kanabec, Kandiyohi, McLeod, Meeker, Mille Lacs, Pine, Renville, Sherburne, Wright counties
- Website: [www.cmjts.org](http://www.cmjts.org)



# Business Services (Tim)

- **Incumbent Worker Training (IWT)**
- **On-the-Job Training (OJT)**
- Recruitment: Job fairs/hiring events, community contacts
- Retention Resources
- HR Networking Groups
- School Connections



# Incumbent Worker Training (IWT)

(Angie)

- Financial assistance for businesses to upskill existing employees
- IWT can be used to either:
  - Help avert potential layoffs of employees, or
  - Obtain the skills necessary to retain employment, such as increasing the skill levels of employees so they can be promoted within the company and create backfill opportunities for less- skilled employees.
    - Increase efficiency, productivity & success
- **Purpose:**
  - To improve the skills of a businesses' workforce and to improve the company's business process and competitiveness



# Governance (Angie)

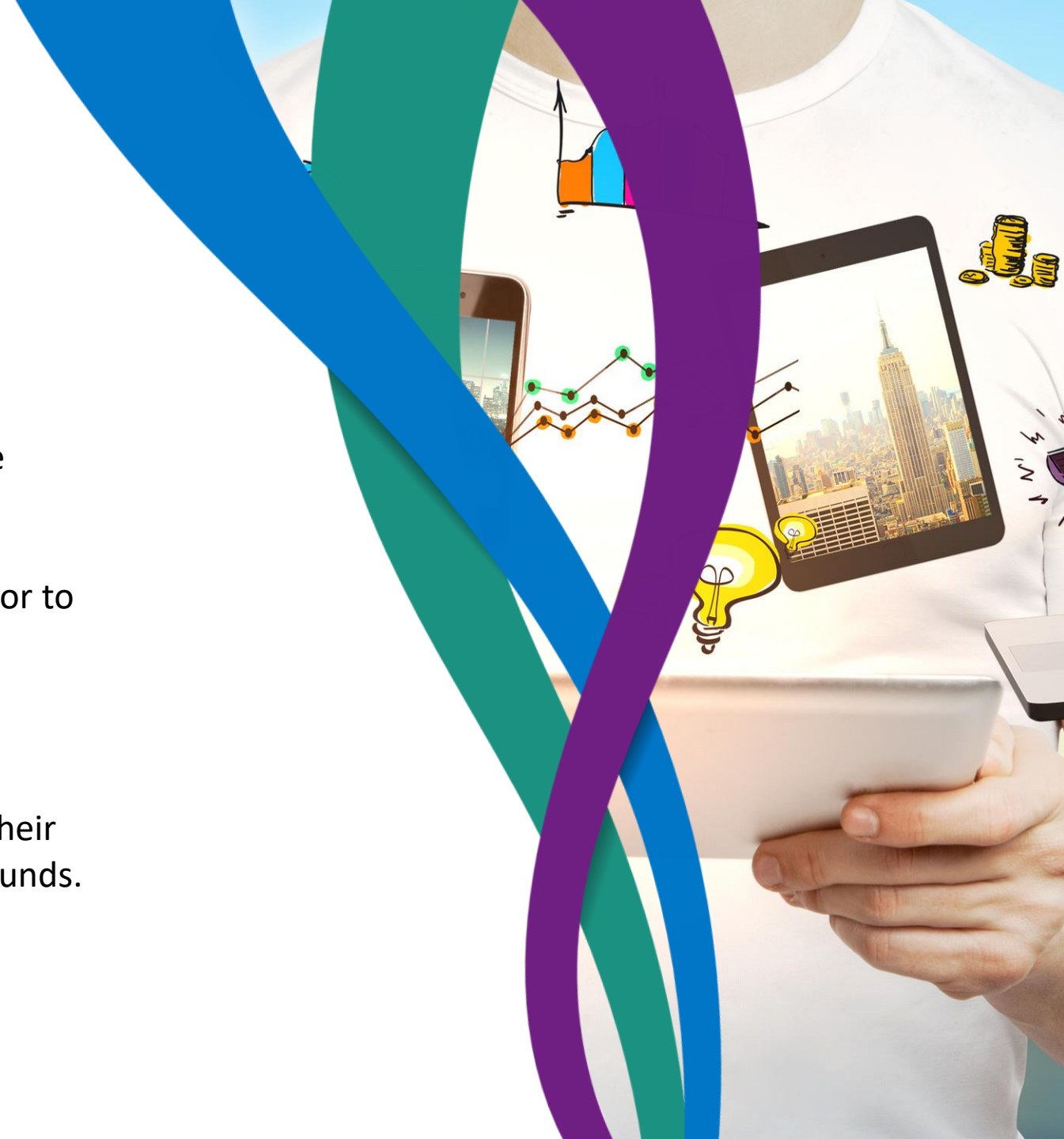
- IWT rules are spelled out in Section 13 of the Training and Employment Guidance Letter (TEGL) Workforce Innovation & Opportunity Act (WIOA) No. 19-16. Released March 1, 2017
- WIOA is a landmark legislation designed to strengthen and improve our nation's public workforce system AND to increase employer's ability to retain skilled workers.
- Under Section 134(d)(4) of WIOA and 20 CFR 680.800, a Local Workforce Development Board (LWDB) can use up to 20% of their Adult and Dislocated Worker funds to provide for the federal share cost of providing IWT. Up to 20% of State Dislocated Worker funds can now be used for IWT as well.

<https://apps.deed.state.mn.us/ddp/PolicyDetail.aspx?pol=554>



# IWT Business Eligibility (Angie)

- Be registered with the MN Secretary of State, as an association, corporation, LLC, partnership, nonprofit, government entity (including school districts), or sole proprietor.
- Be in continuous operation for at least 12 months prior to application
- Not be in the process of a layoff.
- Describe any other grant funds being used, identify their source, and explain the need for the additional IWT funds.



# IWT Trainee Eligibility (Angie)

- Age 18+
- Earning above the state minimum wage
- Working at least 32 hours per week (less if training will increase their hours to 32+ hours)
- At least 6 months of established employment history with the employer
- Includes time spent working through a staffing agency, etc.
- If an IWT involves multiple trainees (cohort), then the majority (51%) must have been with the company for at least 6 months.
- Committed to attending trainings for which they are selected
- Will cooperate with data collection, as required for the program. Required trainee paperwork includes:
  - Demographic info: family, wage, employment info, veteran status, I-9 form, Data Privacy Notice, Consent form for training vendor



## IWT Employer's Responsibility (Angie)

- The employer must complete an IWT application to be considered.
- Matching funds are required, and the size of the match is dependent upon the size of the company.
  - At least 10% of total training cost for businesses with 50 workers or less
  - At least 25% of total training cost for businesses with 51-100 workers
  - At least 50% of total training cost for businesses with more than 100 workers

Note: In-kind contributions (e.g., trainee wages, benefits, etc.) DO count toward this match.



# What Type of Training is Allowed (Angie)

- The IWT Program does not limit the specific kinds of training that businesses may request.
- Training should be skills-based, job related and result in a certificate.
- Training may include industry-or business-specific skills or technical skills



# Incumbent Worker Training (Angie)

## Examples of Acceptable Training

- Leadership and Management Training
- HR certification (e.g., PHR, SPHR, GPHR, or SHRM)
- Training for improved process efficiency (e.g., “Lean” Training)
- Training provided in conjunction with the purchase of new equipment
- Training to upgrade computer skills (e.g., Microsoft Excel)
- Other training that will make a trainee a better candidate for promotion

## Training Not Supported

- Training already legally required by a public agency (e.g., EPA, Hazardous Waste, FDA, OSHA, etc.)
- Continuing education required to maintain professional certification
- Training which would result in postsecondary degrees (e.g., associate, bachelor’s, master’s, or doctorate)
- Non-job-related training
- Assessments: (e.g. Strengths Finder, Meyers-Briggs, Predictive Index, etc.)



# Other Benefits of Upskilling & Investing in Your Team (Angie)

- Increase employee retention
- Fill skill gaps within your company
- Ensure employees' skillsets won't become obsolete
- Build a culture of learning
- Boost moral
- Enhance employee motivation, satisfaction, and productivity



## IWT Process (Angie)

- Review guidelines and submit application to CMJTS or Career Solutions
- If approved, trainees' complete enrollment paperwork (BEFORE training starts)
- Employers turn in attendance records
- Employers turn in copies of certificates
- CMJTS/Career Solutions **reimburses** employer for training costs

# IWT Employers





## Employer Testimonials (Angie)

“Participating in the Incumbent Worker Training program has allowed our employees to receive the needed training to expand their job skills beyond typical on the job training. This also aligns our employees to be more promotable, which is one of our company core values.”

-Julia C., HR & Safety Manager

“As a small company, funding for training can be difficult to set aside, so the Incumbent Worker Training has provided us a way to train and grow our employees. It’s gratifying to watch employees grow, develop, and promote into new roles because of the training they have received.”

-Lisa P., HR Generalist, Pinnacle Climate Technologies

“Central McGowan has utilized Career Solutions Incumbent Worker Training program to advance the skillset of our office staff in both the accounting and HR functions. This has led to internal growth and promotional opportunities for our staff. The additional support of the Incumbent Worker Training provided us with an opportunity to fit the training into our annual plan sooner than we would have been able to given our budget.” -Brittany H., HR Director, Central McGowan

# On-the-Job Training (OJT) (Tim)

- A proven method of job placement
- Bridging the gap between experience and opportunity



# What is On-the-Job Training (OJT) (Tim)

- A contract between CMJTS or Career Solutions and the business that documents the training they will provide for a new employee
- Hands-on training designed to address the gap between the new employee's existing skills and the job skill requirements
- Training reimbursement funded through state and federal employment and training programs
- A partnership based on the shared goals of:
  - Finding, training, and keeping great employees
  - Finding, training, and keeping great jobs

A win-win for businesses and jobseekers



# OJT Benefits to Business (Tim)

- Incentive for hiring by helping to minimize new hire risk
- Business trains new employees to their specific skill requirements
- Business is reimbursed for the cost of training new employees
  - – Reimbursement is 50% of the new employee's hourly wage for the length of the contract
- We candidates who have been evaluated for skills and interests' match
- Reverse-referral process
- -Business refers candidate for hire to us for eligibility determination
- Employers do the training, employees do the learning, and we do the paperwork!

# OJT Guidelines (Tim)

- Business provides the training and supervision for the new employee.
- OJT contracts can be written for:
  - Permanent, full-time jobs – at least 30 hours a week (seasonal or temporary jobs do not qualify for OJT contracts).
- Trainee must meet OJT eligibility requirements with us.
- OJT contract must be negotiated and signed by us before the new employee starts the job for the OJT to be valid.





# Contact Us

Contact CMJTS or Career Solutions.



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# THANK YOU

Visit Our Websites  
**cmjts.org**  
**CareerSolutionsJobs.org**



# Minnesota Job Skills Partnership Program



## Automation Training Incentive Program (ATIP)

Up to \$35,000 to small businesses (under 150 employees) that are implementing new automation for training incumbent workers on the automation technology.



## Job Training Incentive Program (JTIP)

Up to \$200,000 to new or expanding businesses in greater MN that are adding at least three new jobs.



## MN Job Skills Partnership (MJSP) Partnership Program

Up to \$400,000 to educational institutions that partner with businesses to develop new-job training or retraining for existing employees.



## Pathways Program

Up to \$400,000 to educational institutions or nonprofit organizations that partner with businesses to provide training, new jobs and career paths for low-income people



## Low Income Worker Training Program

Up to \$200,000 to public, private, or nonprofit entities to help low-income people gain new skills necessary move up the career ladder to higher paying jobs and greater economic self-sufficiency



<https://mn.gov/deed/business/financing-business/training-grant/>

# Automation Training Incentive Program:

Provides training grants to assist small businesses located in Greater MN in the adoption of new automation equipment or technology.

- Grants of up to \$35,000 to businesses with 150 or fewer employees
- Up to \$5,000 per trainee
- \$500 application fee
- Jobs must pay wages of at least 120% of federal poverty guidelines for a family of four
- Grant funds are used to pay direct training costs
- Training provider: educational institution, consultant, equipment vendor, in-house, etc.
- Projects typically run one year
- Awards made on a first-come, first-serve basis by Commissioner of DEED
- Reporting requirements and reimbursement similar to JTIP

# Job Training Incentive Program:

Provide grants to new or expanding businesses for the purpose of training new workers as quickly and efficiently as possible.

- Grants of up to \$200,000 to businesses located in Greater MN
- \$5,000-\$9,000 per new job
- Business must match the grant .5:1
- \$500 application fee
- New jobs must pay wages of at least 120% of federal poverty guidelines for a family of four
- Projects typically run one year
- Training provider: educational institution, consultant, equipment vendor, in-house, etc.
- Grant funds used for direct training costs
- Awarded on first-come, first-serve basis by Commissioner of DEED
- Progress reports every 6 months
- Payment is on a reimbursement basis at the end of the project

# MJSP Partnership Program:

- MJSP provides grants to businesses, educational institutions, and nonprofit organizations to train or retrain workers, expand work opportunities and keep high-quality jobs in the state.
- Programs: Partnership, Pathways, Low Income Worker Training Program, Job Training Incentive Program, Automation Training Incentive Program

Act as a catalyst to bring employers with specific training needs together with educational institutions that can design programs to meet those needs.

- Grants of up to \$400,000 to educational institution
- Funds used to develop and deliver customized training
- 1:1 business match requirement (cash or in-kind)
- New or incumbent workers
- 1 to 3 year projects
- Emphasis on economic development, capacity building and economic opportunity

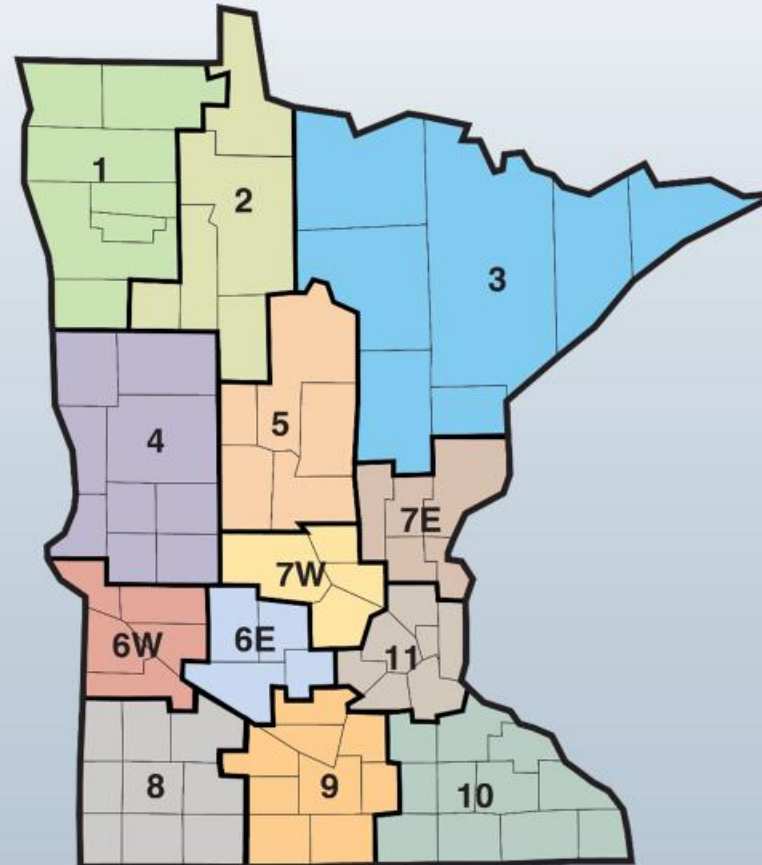
# MJSP Contact Information

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# Employer Panelists



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# PANEL DISCUSSION

WORKFORCE STRATEGY CONSULTANTS

# WORKFORCE WEDNESDAY

Providing Workforce Solutions for MN Employers



**Next Webinar:**

## The Indigenized Employer: Welcoming, Growing, and Sustaining Native Talent in Minnesota

**Nov 5, 2025**

**11:00 a.m. – 12:30 p.m.**

## MINNESOTA WORKFORCE STRATEGY CONSULTANTS

### MISSION

Develop innovative workforce solutions by aligning resources, facilitating collaboration, and leveraging expertise in targeted industry sectors to drive economic equity and growth.

### THE VALUE WE BRING

- > Provide tools and resources to support businesses in developing strategic workforce strategies
- > Connect stakeholders to economic development and workforce development resources
- > Focus on workforce diversity, equity, and inclusion initiatives
- > Enhance Minnesota's economic prosperity through workforce and economic development partnerships
- > Work in partnership with our stakeholders to provide workforce training development solutions to meet your talent needs



### WORKFORCE STRATEGY CONSULTANTS



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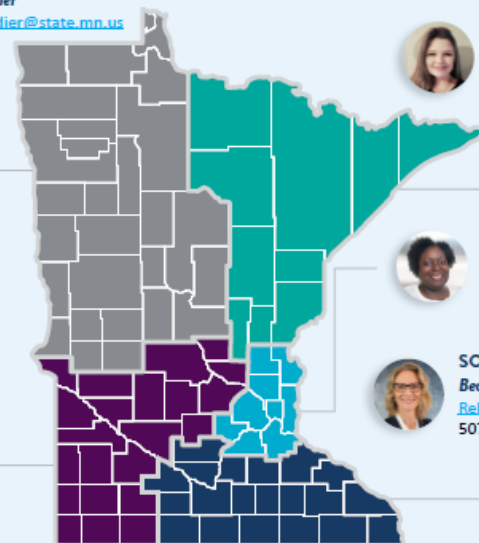
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# Thank You!

DEED Workforce Strategy Consultants