

## 2009 LEEDing Volunteers



The LEED Council extends a most sincere and grateful THANK YOU to volunteers from C.H. Robinson and LEED Council who added real value to our Job Readiness workshops by bringing the work world into our training program. The volunteers from C.H. Robinson include Renata Braun, Cara Martin, Erin Hagman, and Mike Foley and LEED Council volunteers Elicia Lewis, Paddie Brennan, Harriet Hahn and Jimmy Lee Ramsey. The volunteers took time out of

their busy schedule to act as mentors and generously dedicated their time assisting 21 Industrial Skills trainees with mock interviews.

LEED Council has established a system for our job-skills trainees to participate in mock interviews conducted by trained volunteers from outside of the organization.

Each trainee did two brief mock interviews, one after the other with each practice interview followed by a quick evaluation and constructive feedback from the volunteer. Trainees prepared for the interview by researching the company (in this case, CHR), preparing questions, --the whole bit. They were shown a list of possible interview questions ahead of time, and given a chance to familiarize themselves with the evaluation form, so they knew the attributes on which they were to be judged.



LEED Council volunteer Jacob Kosior assisted our Workforce Development staff with case management and worked with trainees on job readiness. Originally from Indianapolis, Jacob is currently studying at Princeton University where he is majoring in political science with a minor in urban studies. After graduating next year, Jacob would like to come back to Chicago and continue working in either the public sector or with a nonprofit organization. He plans on returning to graduate school in the near future to study urban planning and public administration.

LEED Council volunteer Elicia Lewis. She assisted staff with case management and worked trainees from our Computer Skills and Industrial Skills classes. Elicia is a native of Chicago and was a participant in LEED Council's Computer Skills class. Currently, Elicia is continuing her education at DeVry University majoring in computer science. She would like to be a computer programmer.



She enjoys volunteering at the LEED Council and likes interacting with the trainees by motivating and working with them to apply for jobs. The LEED Council greatly appreciates all her hard work!

The LEED Council would like to extend a BIG THANK YOU to CARA MARTIN from C.H. Robinson who took the time out of her busy schedule to be a guest speaker at Job Club. She spoke to our Computer Skills and Industrial Skills trainees about Professional Protocol in the workplace. There are certain expectations for professional dress, manner and language that are necessary for working in any professional work environment. In the presentation she explained that in order to be successful in the workplace certain procedures must be followed. Some of the procedures she discussed included attendance and punctuality, following the standard operating procedures, do your job...go home...avoid gossip and politics...bottom line--never say "it's not my job" and learn to take constructive criticism.

Many trainees enjoyed the presentation. One in particular, Gilberto Garcia, a trainee from the Industrial Skills program, said "a lot of the information Cara stated reminded me of when I was working." The presentation reminded him that people don't succeed when they are lazy don't apply themselves throughout the day on the job.



Another former trainee from the Computer Skills program, Elicia Lewis, said "the presentation last Friday at Job Club gave great insight on the proper way to conduct ourselves in a professional work environment. Cara's insight will prove invaluable as I transition into the workforce."

All the trainees thought Cara was an excellent speaker and was very inspirational. Having a Job Club speaker is a critical component of assisting our trainees with finding employment opportunities.

If you would like to volunteer at the LEED Council please contact Jennifer Raimer at (773) 929-5552 x227.