

## Rapid Response Keeps our Community Working



### Initial On-Site Meeting

The Smart Rapid Response Team will meet with management to discuss a plan for Early Intervention services. The agenda will include topics such as:

- Types of services offered
- Dates and location of services to the workers.
- The method in which workers are to be seen for services (i.e. shifts, production schedules, etc).

### Meeting with Worker

An orientation group meeting with the affected workers will be held, during which:

- General information is given about the various programs and services offered
- Workers are informed of the dates and times of seminars and workshops
- Coordinate with EDD for Unemployment Information

### *Services for Workers Include*

- Information about all State and Federal services available to help them find new jobs
- Professional help with Job searches including Interview Classes, Resume and Cover Letter preparation
- Worksite placement for On-the-Job Training
- Use of Computers and Internet
- Services provided at no cost!

### *The Smart Business Rapid Resource Team Will Assist You With . . .*

- *Planning Effectively*
- *Complying with Federal Regulations*
- *Reducing Stress*
- *Bolstering Employee Morale*

*If your business is facing a layoff or closures, The Smart Business Resource Center's Rapid Response Program can assist your business and employees make a smoother transition into the future. Our Rapid Response team will visit your company at your convenience and provide services at no cost to you.*

For More Information Contact:  
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