

EIA employment and training information sessions will be held within each community area office on a rotational basis. A schedule of information sessions will be provided to each office when available. EIA employment and training information sessions are approximately one hour long and will be open to all EIA case categories, with space for up to 20-25 individuals per session.

Referral Process to an EIA Employment and Training Information Session:

All EIA case coordinators are strongly encouraged to register participants who may be interested in employment and training opportunities for an EIA information session when they become available in their community area office.

Employment Manitoba's General Information Session (GIS):

Individuals who attend an EIA information session and are assessed as employment and training ready will be referred to an EM General Information Session (GIS). At the GIS, participants will be provided with detailed information on the programs and services available through EM, and be assessed for eligibility and suitability for service.

Those individuals who have been assessed as eligible and suitable for EM services will then be scheduled to attend 3-half day employment-related workshops prior to meeting with an EM Employment Counsellor to discuss skills development or training options. Those individuals who present with barriers to employment and training will be referred back to their EIA case coordinator for follow up.

***Note:** An EIA participant does **not** have to attend an EIA employment and training information session to obtain a referral to an EM General Information Session if the participant has already been assessed by their case coordinator as employment and training ready and is looking to connect with EM for services. In addition, a participant does **not** have to attend an EM General Information Session if a participant is already working with EM to explore and/or develop an employment and training plan.*

***Note:** A referral to a GIS does **not** guarantee program funding approval. It is up to EM to determine if funding will be provided for an employment or training plan prior to the individual starting any schooling or training.*

In addition, a referral to EM is **not** required when EIA case coordinators are referring participants to **pre-employment services or programs** such as Social Skills Inc., WKRP, Knox Hospitality Program, Youth Employment Services, etc. Case coordinators can continue to refer individuals to these pre-employment programs through the currently established process of contacting the EIA field liaison or referring to the agency directly.