

## Background

Harlem Works is an innovative job readiness training program that is designed primarily to help public assistance recipients make the successful transition from welfare to work. We equip our students with skills that can translate into meaningful employment at a living wage.

The program was created in March 1997 as a direct response to welfare reform laws which mandated that public assistance recipients leave the welfare rolls and enter the workplace.

Harlem Works is based in central Harlem and operates under the auspices of the Northern Manhattan Perinatal Partnership (NMPP).

## Our Philosophy

The key to moving individuals from welfare to work is arming them with the high-tech skills an increasingly information-driven economy demands. To do anything less, we feel, is a disservice. For this reason, the Harlem Works curriculum is centered around the use of technology. Students are trained on state-of-the-art pentium computers while learning the most widely used software programs.

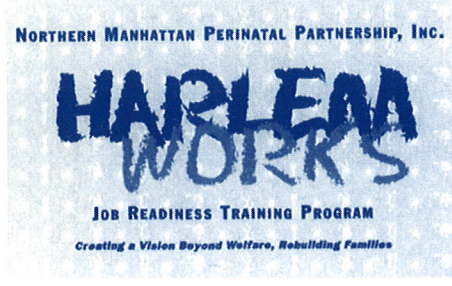
## Measurable Results

These times demand results-oriented solutions, and we're very proud to say that Harlem Works' results have been impressive. In July, we graduated our first 20 students. By September, ten had found employment (including positions with Channel 13 and the Discovery Channel), one participant was accepted into college and two chose to repeat the Pre-GED Module to obtain their GED certificate.

## Tailored to Meet the Students' Needs

Applicants accepted into the program are carefully evaluated. A series of tests are administered to determine math and reading levels, computer literacy and assess their life skills.

Based on the test results and individual educational plans, students are divided into groups that will allow them to hone the specific skills in which they are lacking. For example, some individuals may need tutoring in math or reading but have had prior computer training and vice versa.



## Comprehensive Curriculum

The program operates with six primary components:

- ❖ Pre-GED
- ❖ Computer Training
- ❖ Continuing Adult Education
- ❖ Life Skills Management
- ❖ Child Care
- ❖ Business Services

At Harlem Works, we recognize that unemployability is rarely just a matter of poor skills. Usually, there are many other factors that must be considered such as dysfunctional family lives, health issues, lack of self confidence, poor self discipline, and lack of professional "polish" to name only a few.

For this reason, in addition to GED Preparation and Computer Training, emphasis is placed on Life Skills Management. Through this module students develop a work ethic, learn time management, budgeting, office decorum and develop socialization skills that will enable them to conduct themselves in a professional manner. We also place special emphasis on team work and public speaking.

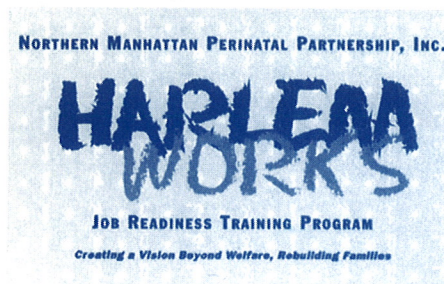
Each student's weekly progress is monitored closely by a member of NMPP's case management team, who is prepared to intervene when necessary.

## A Unique Model

Harlem Works is funded by the Federal Health Resources and Services Administration through a grant from the Medical Health and Research Association of New York City, Inc. (MHRA). Additional grants are provided by the Manhattan Borough President's office, Chase Bank, Bell Atlantic, Con Edison and Banco Popular. To help offset some operating costs, built into the Harlem Works model is a revenue-producing component. When not in use, the Harlem Works computer center is rented to local organizations and businesses for a fee. Victim Services, Healthy Start/ New York City and the *Harlem Community News* newspaper have all used the facility. This is an vital component of the program, and we intend to expand it aggressively.

**More...**





## Looking Ahead

Our goal is to identify additional space in which to expand the program. Expansion would allow us to increase the average class size from 28 to 40 students, as well as better service the business community. We also plan to place more attention on attracting men into the program. Emphasis will be placed on solidifying our relationship with agencies that can be a source of referrals.

To further prepare our students for the workplace, internships will be established at various health care, business services and telecommunications agencies.

Moving forward, we foresee sharing our formula for success and facilitating the replication of the Harlem Works model at perinatal networks throughout the five boroughs.

## Program Services

### Business Services

- ❖ Training in Productivity Software Applications
- ❖ Rental of Computer Time & Facility
- ❖ Desktop Publishing
- ❖ Internet Access/Job Search
- ❖ Fax & E-Mail
- ❖ Resume Development

### Student Enrollment

- ❖ Free Training—Public Assistance Recipients
- ❖ Keyboarding Skills
- ❖ Windows 95 Operating System
- ❖ Word Perfect 6.1
- ❖ Intro. to MS Word 7.0 & Excel
- ❖ Intro. to Internet
- ❖ Pre-GED Instruction, Life Skills Management & Job Placement

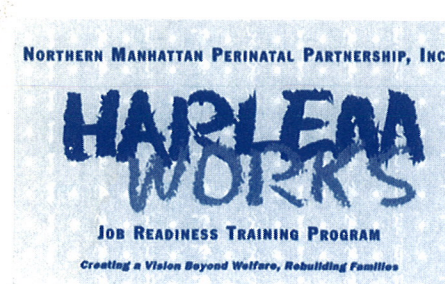
#### FOR MORE INFORMATION ABOUT

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Marion L. Robinson, Director



## Program Overview

# "Step Into Our World"

Creating a Vision Beyond Welfare, Rebuilding Families



Harlem Works' 1<sup>st</sup> Cycle graduates.

"Harlem Works has benefited my life greatly. What I like about Harlem Works is that they deal with job training from a traditional and nontraditional point of view. The underlying spirituality in the program enables us to forgive ourselves for situations from the past so we can move on and focus on our new lives. It reinforces feelings of self worth and lets you know that you can be anything you want to be."

—Tisha Bowen, *Valedictorian*  
Harlem Works 1st Cycle

(Tisha now works at the Discovery Channel  
in their accounting department.)