



- *Retain your workers by helping them learn new skills*
- *Receive reimbursement for cost of training*
- *Create your own curriculum and training program*
- *Avoid layoffs, develop your workforce, save time and money, stimulate your local economy*

GET HELP TRAINING AND RESKILLING YOUR EMPLOYEES!

Missouri is a nationwide leader in both Apprenticeships and Work-Based Learning programs. The Incumbent Worker Training program is designed to assist local businesses large and small by skilling up and retaining workers, increasing competitiveness, and providing a path for onboarding additional workers.

IWT is administered through local organizations and people that work and live in your community, so participants receive help from someone that knows the local economy. You will be guided by those assigned to your training program, and they will have the resources of the state of Missouri's award-winning program at their disposal.

What is an incumbent worker?

An incumbent worker is simply another name for an employee who has already been hired by you and went through initial orientation or training for their positions. Some may have been working at your company for many years. It's better seen as an opportunity for you to advance and promote your current workers and thereby open up other entry-level positions within your organization.

The purpose of IWT is to provide reimbursement to your business for the training costs accrued during the course of training. It is not a replacement for existing business culture or advancement methods. Rather, it is a model that builds on a business's existing mentoring, training, and advancement systems.

“Providing workers with opportunities to earn valuable credentials and develop new skills benefits everyone in the community by reducing unemployment, increasing consumer spending, and attracting new businesses to the area. In turn, that type of robust economic growth benefits the businesses that offer work-based learning programs.” – JFF.org

Getting started is easy! Your local representative will assist you each step of the way. In order for your businesses to qualify for the Incumbent Worker Training Program, you'll only need to:

- 1 Show a need to avert potential layoffs of employees, or the need to obtain skills necessary to retain employment, advance current employees, and create backfill opportunities for less-skilled employees.
- 2 Develop a curriculum or training program that results in a wage increase as a result of completion of the class and provide a certificate of achievement for each individual.
- 3 Sign the necessary paperwork and have it approved prior to beginning the training.

FOR MORE INFORMATION:

INCUMBENT WORKER TRAINING Q&A

Question: Why should my business or organization choose to start an Incumbent Worker Training Program?

Answer: *The Incumbent Worker Training & other Work-Based Learning programs are proven formulas for retaining and rewarding your workforce! It is a method of training that can save money by limiting turnover and rewarding loyal staff who want to grow within the organization.*

Question: What's the catch?

Answer: *There's no catch. To qualify you simply need to show need in order to maintain competitiveness in your local market or avoid layoffs that may be eminent without further skilling up of your employees. Once training is completed, you agree to offer a raise and a certification of training completion. Your local representative can help you achieve these objectives.*

Question: What about all of the paperwork that goes along with programs like this?

Answer: *Just like any other training program that you may subcontract with to offer training, there is some paperwork that you will need to complete in order to qualify and show progress. However, it is not burdensome and your local representative can help you complete it.*

Question: What if I just want to use my own internal training team to do training?

Answer: *Great! That's the beauty of using IWT. You can use your own people, sub-contract training out to another source, such as a local community college, or other educational institution. There are many options available and a great variety of training programs you may want to consider.*

Question: How long does the program last?

Answer: *The IWT is more suited to short-term training in order to address the problem of a potential layoff, shutdown, or market competitiveness. In many cases, training is completed within two to three months. The need for long-term training may be better served through a Registered Apprenticeship program, which is also a viable option.*



For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627). The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

La Oficina de Desarrollo de la Fuerza Laboral de Missouri es un programa/empleador de oportunidad igualitaria. Los servicios de asistencia están disponibles a solicitud de los individuos con discapacidades. Missouri Relay Services están disponibles en 711.