

Quarterly Newsletter Instructor Connections

Fall 2009

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Message from District Executive Director

Hello and fall greetings!

We hope that your summer was enjoyable and relaxing. We are excited to begin a new fiscal year!

Our organization continues to thrive, thanks to the wonderful instructors and subject matter experts who we have as part of our team. It goes without saying that we are only as good as our "product" – you! – and we are very fortunate to have such a wide variety of instructors who continue to deliver excellent training and service to our clients.

Late last year, our department went offsite to work with a facilitator in order to review and revise our department strategic plan. In addition to establishing where we want to focus our energies for the next year and beyond, we reviewed our mission and vision statements. After some discussion, it was decided that our current statements could more meaningfully reflect our goals.

We appointed MariAnn, Shari and Chris as our wordsmiths, and asked them to come up with something more reflective of who we are as an organization. The following was put forth and subsequently approved by our entire staff:

Mission: To transform lives through education

Vision: We are a preferred resource for organizations, businesses and the community, committed to providing training and educational solutions that contribute to continuous workforce improvement.

We are grateful for everything that each of you does to contribute to our success and for helping us bring "continuous workforce improvement" to our communities. As always, please contact us if you have any questions, concerns or suggestions.

Julia Dozier
District Executive Director

WorkKeys Update

The Workplace Learning Resource Center completed a WorkKeys Career Readiness Certificate pilot to determine the long-term viability and applicability of the certificate as a resource for business and as a validation of skills for job seekers. The pilot, comprised of 86 participants who were assessed in 3 areas: Reading for Information, Applied Mathematics and Locating Information, had an overall success rate of 79%.

The WpLRC is now working with the Workforce Investment Boards of Alameda and Contra Costa Counties, City of Richmond and City of Oakland to implement KeyTrain and WorkKeys within the 14 Bay Area One-Stops. The program expansion will be funded by monies allocated to the Investment Boards under the federal stimulus and recovery act.

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News You Need to Know

- ✓ **Are you current on your TB test?** - As required by state law, professional specialists must have a Tuberculosis (TB) test every four (4) years. Professional specialists who do not have current tuberculosis (TB) test results on file with the District will have their schedule inactivated (not be allowed to work) until the TB test results have been received. If you were hired as a professional specialist three years ago or more, check with our Human Resources Department for your TB test renewal date. Human Resources 925.485.5238.
- ✓ **Did You Know?** – Located in the same building as Chabot-Las Positas Community College District (Pleasanton) is an East Bay One-Stop Resource Center. One-Stops offer resources and services in support of employers and all job, education, and training seekers. Community partnerships include local cities, chambers of commerce, community colleges, employers, and other community-based organizations. Check out our One-Stop's website at www.eastbayworks.org or call them at 925.485.5262.

SME Profile: Chris Bennett



Christine Bennett has over eighteen years of experience in training, instructional design, meeting facilitation and writing. Chris is an expert in career-related training, including self-marketing, stress management, career planning and retirement planning. As a facilitator, she designs and facilitates strategic planning sessions working over the course of weeks or months to brainstorm, negotiate and formulate a unified approach. She also specializes in addressing management development issues, such as coaching for success, making succession planning work, and decision-making.

Chris is the co-author of the acclaimed career self-help book *Me, Myself, and I, Inc: 10 Steps to Career Independence*, published in 1998. She is also the co-author of a series of self-help career development guides published by WorkVantage entitled *Career SNACKS to Go*. In 2001, Chris co-authored a breakthrough book based on primary research with women in the Silicon Valley entitled *Strong Voices, Real Choices: Professional Women Speak Out About Their Decision To Work Less*. We are really pleased to have Chris on our team!

Collaboration Drives Allied Health Job Re-training

Opportunities for skilled workers in the Allied Health field are accelerating in the Tri-Valley area, where delivery of medical care to residents is the fastest growing industry. The Chabot-Las Positas Community College District is responding to this opportunity by spearheading a collaborative initiative to provide fast-track, short-term training to support employee retention, help workers progress up the job ladder, and support regional recruitment and placement of dislocated workers transitioning into the Allied Health field.

Following the award of a Job Development Incentive Training Fund grant from the California Community College Chancellors office, the Chabot-Las Positas Community College District, Workplace Learning Resource Center, and Training & Development Solutions developed key business partnerships with major regional healthcare providers, including Kaiser Permanente, ValleyCare Health System, and Palo Alto Medical Group. In addition, the Alameda County Workforce Investment Board and the Tri-Valley One-Stop Career Center have played important strategic and advisory roles in this project.

After a needs assessment was conducted, TDS selected instructors and developed the initial curriculum based on employer defined needs. The first sessions in basic computer skills, basic medical terminology, workplace communications, and orientation to healthcare were delivered in May and June.

According to Teri Donat, the Project Director, the plan called for each partner to receive 30 hours of training for their targeted workers. As Teri points out, this program has helped highlight the wide array of jobs in the Allied Health industry beyond basic medical services, including distribution, purchasing, technology, online services and nutrition.

The coordinated teamwork involved in this vital job re-training effort underscores the value of partner collaboration in supporting TDS' training initiatives.

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