

WORKFORCE plus

WORKFORCE plus received approximately \$2.2 million dollars in American Recovery & Reinvestment Act funds. As a result, **WORKFORCE plus** has implemented a number programs to assist both jobseekers and employers during these tough economic times.

- *Employed Worker Training*—employer based training project for current (including new hires in need of skills training) employees of a company. The training is for job specific skills/industry specific skills necessary to help employees acquire the skills to keep their jobs and/or advance in the company, while meeting the employer's need to be more competitive in the market place. Employers located within the three counties of the **WORKFORCE plus** service area, Gadsden, Leon and Wakulla are eligible to apply for grants not to exceed \$5,000.
- *On-the-Job Training*—reimbursement program for employers providing up to 50% of salary costs for up to eight weeks. The employee must be a new hire and the employer must agree to train the individual to maximize the potential of the new hire. Generally, OJT is conducted on site at the place of business. OJT can also be done in conjunction with classroom training at educational institutions.
- *Healthcare Resurgence* – assists the following target groups: jobseekers, current college students, current healthcare workers and healthcare providers & employers. Training dollars are available to assist jobseekers, students and healthcare workers receive training in such programs as CNA, Medical Assisting, Home Health Aide and more. Employers are encouraged to utilize grant funds to encourage employee participation in Continuing Education Units (CEU) or training in OSHA, HIPPA, IV Therapy and CNA.
- *Workforce Investment Act* - **WORKFORCE plus** has been awarded funding to provide area jobseekers an opportunity to obtain career advancing training in an effort to increase their marketable skills. Funding is available for up to \$5,000 per eligible individual.
- *Operation Reemployment* - Operation Reemployment is a partnership between **WORKFORCE plus**, Capital Area Community Action Agency, Early Learning Coalition of the Big Bend and Tallahassee Community College. Under the partnership, unemployed persons in the community will have a unique opportunity to receive short term training and work experience to secure a "green job" specific to addressing weatherization needs seen among low income housing residents.
- *Career Assistance Services* - Assessment Services including interest inventories and the Ready to Work credential, Specific Labor Market Information, Assistance with registering with Employ Florida Marketplace, Workshops on a variety of topics including resume writing, and interviewing, individual job search plans that take into account specific goals for reemployment, referral to basic Microsoft Office training including Word and Excel, and evaluation of career interests to assist with long term planning.

The Greater Tallahassee Chamber of Commerce

The Greater Tallahassee Chamber of Commerce offers a Professional Development Series (PDS) to its members and their employees through partnerships with Tallahassee Community College and **WORKFORCE plus**. Training courses are offered in a multitude of subjects from basic Microsoft Office training to management training skills. Certificates are awarded after the completion of an instructional course. Below is a sample of programs offered in November, 2009.

- *A to Z Grant Writing* – instructs participant on how to raise needed funds by discovering how and where to look for potential funding sources that are a good match for their organization. Emphasizes the development of a network of true partnerships with a variety of potential funding sources, organizing a successful grant writing campaign, and how to put together a complete proposal package.
- *Accounting Fundamentals I and II* – Covers all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. Teaches the basics of double-entry bookkeeping, analyzing and recording financial transactions, and preparing various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities covered in these courses. *Accounting Fundamentals II* explores such topics as special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings, and various financial reports for corporations.
- *Administrative Assistant Fundamentals* – Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course provides the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics.
- *Business and Marketing Writing* – Introductory course to write or identify copy that achieves business and marketing goals. This course solidifies the relationship between business, marketing principles, and written communications in order to present a solid, cohesive message to the target audience.
- *Creating Web Pages I and II* – An extensive, hands-on, six week workshop starting with an introduction on the capabilities of the World Wide Web and the fundamentals of web design. Students will then plan the content, structure and layout of their own Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add color, backgrounds, graphics, tables, hot buttons, and animation. Provides information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies.
- *Creating a Successful Business Plan* – Helps turn business ideas into a solid plan for financing and long-term success by helping students commit their idea to paper in the

form of a business plan to increase their chances of obtaining financing while keeping the business strategically focused.

- *Fundamental of Supervision and Management* – Instructional course on how to be an effective manager or supervisor by mastering the basics of business and organizations, learning the people skills required to motivate and delegate, and learning tools for solving problems and resolving conflicts.
- *Grammar Refresher* – Refresher course to improve a student's grasp of English grammar and improve speaking and writing skills. Explores the basics including sentence structure and punctuation, logic, and clarity.
- *Introduction to PC Troubleshooting* – Takes students step by step through the typical hardware and operating system problems encountered by technicians. Teaches troubleshooting techniques to decipher any problem and provides the skills needed to solve them. Shows how to maintain and optimize a Windows PC and reviews some advanced PC problems and solutions.
- *Introduction to QuickBooks 2007* – Designed for the small to mid-sized business owner who enjoys Quicken's ease to set up a chart of accounts, reconcile a checking account, create and print invoices, receipts, and statements, track payables, inventory, and receivables, create estimates, and generate reports.
- *Keys to Effective Communication* – Instruction on the use of communication to build rapport and create environments of trust, warmth, and respect by becoming more confident. Specialized areas include creating a great first impression, getting along well with others, and creating more and better personal and professional relationships.
- *Various Courses in Microsoft Office* – Instructional and advanced courses in Word, Excel, and Access.

FAMU Small Business Development Center

The FAMU Small Business Development Center is the host institution for the Small Business Development Center in northwest Florida serving eight counties from Leon to Madison from the Tallahassee office. Professional expertise is available to small business owners and entrepreneurs to help them succeed in both the domestic and international marketplace. The Small Business Development Center (SBDC) is part of a national network that has more than 1,100 business development centers nationwide and is a member of the Florida SBDC Network www.floridasbdc.com and America's Small Business Development Center www.asbdc-us.org. SBDCs represent the largest service delivery network of the U.S. Small Business Administration.

SBDCs offer one-stop assistance to individuals and small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations. SBDC assistance is tailored to the local community and the needs of individual clients. Each center develops services in cooperation with local SBA district offices to ensure statewide coordination with other available resources.

- *Small Business Financing* – These workshops provide information on micro loans for financial needs, explain the expectation of the lender and provide loan assistance. These workshops are geared towards helping the client understand the path one must take when requesting funding for their business. The key areas covered during the workshops are loan qualification, loan preparation and proposal, and understanding financial worksheets.
- *Business Management* – Involves legal business matters, qualities of a good manager, establishing a mission and a vision for your business, and how to prepare a business plan.
- *Marketing* – Covers the process of promoting and distributing ideas, goods and services, thus creating and maintaining relationships that will achieve business objectives to increase profits and bring more awareness to your business. Positive marketing strategies and techniques are explored, forecasting industry trends, developing a marketing budget and strategy, defining target market and customers, and pricing products and services.
- *HR Development* – Details the legal requirements of having employees, the do's and don'ts between the employer and employee. An overall view of ways to protect your business is discussed. These workshops also identify the core issues employers face including the most common mistakes, wage and hourly issues and workplace discrimination and harassment.
- *Taxes & Licenses* – Offers knowledge required of business owners including federal tax issues such as filing requirements and basic record keeping, state and local tax policies and licenses, requirements, obligations and procedures.
- *Information Technology* – Workshops on information technology to assist small business owners with bookkeeping and payroll.

Advanced Manufacturing Technology Training Center

Tallahassee Community College will be the future home of a multi-million dollar Manufacturing Technology Training Center (AMTC). This 16,000 square foot renovated on-campus facility will be geared toward high tech and precision manufacturing training for the region's existing and future employees using state-of-the art equipment. The Center will also include three biotech training labs, incubator space for rapid response to expanding production needs of area employers, and classroom space to conduct customized training programs. One of the core goals is to make the Center a hub for all employee training, assessment, and workforce development activities to assist in attracting new manufacturing businesses to Leon, Gadsden and Wakulla Counties.

Lively Technical Center

Lively Technical Center offers competency-based education and job training designed to meet the changing and varied needs of the workplace. With a diverse student population, emphasis is placed on providing instruction and support services geared to individual needs. The following is the detailed description for the Aviation Maintenance and Repair Program. A complete detailing for all of the programs can be found at: <http://www.livelytech.com/progamindex.htm>

- *Aviation Maintenance and Repair Program* – This program is designed to train students in the skills, knowledge and related abilities necessary for entry into the aviation maintenance profession. The student will be prepared for the Federal Aviation Administration Airframe and Powerplant (A&P) Certification. Courses include:
 - *Aviation General Maintenance Technician Helper* – This course is designed to introduce the skills and knowledge of aircraft structure and systems in preparation for the FAA Airframe examination and certification. Subjects include: sheet metal structures, composites, rigging, aircraft airframe systems, instruments, communication and navigation systems.
 - *Aviation Maintenance Technician* – This course is designed to introduce the skills and knowledge of aircraft structure and systems in preparation for the FAA Airframe examination and certificate.

The following is the complete program index from the web site:

A

Accounting
Administrative Assistant
Air Conditioning, Refrigeration, and Heating Technology
Automotive Service Technology
Automotive Youth Educational System (AYES)
Aviation Maintenance Technology

B

Barbering
Business Computer Programming

C

Carpentry
CDL Skills / Driving Test
CDL Written Test Prep
Commercial Art Technology
Computer Systems Technology
Cosmetology
CPR
Culinary Operations

D

Digital Design
Drafting (Architectural and Structural)
Driver Education

E

Electricity
Electrocardiography Technology
Electronic Technology

F

First Aid

H

Health Unit Coordinator

L

Legal Administrative Specialist

M

Medical Administrative Specialist
Medical Assisting
Medical Coder/Biller
Medical Record Transcribing
Motorcycle Basic Rider Training
Multimedia Design Technology

N

Nails Specialty
Network Support Services
New Media Technology
Nursing Assistant

P

Patient Care Assistant
PC Support Services
Phlebotomy
Photography (Commercial Photography Technology)
Practical Nursing

R

Real Estate Broker
Real Estate Broker Post Licensing (Part 1 & 2)

Real Estate Continuing Education
Real Estate Sales Associate
Real Estate Sales Associate Post Licensing

T

Teacher Assisting
Television Production
Transition Program

W

Web Design Services
Web Programming Services
Welding (Applied Welding Technology)