

BDC 2011-12

Enhanced Employee Training Business and Activity Plan

Summary:

Employee Training Business and Activity Plan

Description

Develop updated Business and Activity Plan for the Employee Training Department, conduct SWOT Analysis for Lane County Employee Training. Partnership and participation in BITS and other national training associations.

Questions and Answers

How is the initiative linked to the Unit Plans most recently submitted?

1. How does it continue the achievement of those goals?
2. If this is a continuation of an initiative started last year, make sure that relationship is clear.

How is this initiative linked to the efficiencies and productivities plans you had last year?

1. How does it continue the achievement of these plans?
2. If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.

With the economic recession, employee training has dropped in the private sector as companies use training funds to avert layoffs and use training funds to offset reduced sales and revenues. Our department has focused on the public sector employee training needs during these times and training in the private sector has been geared towards cost reduction and layoff aversion. With the economy slowly improving we are updating our Business and Activity plan for the department.

Describe the resources needed:

The resources needed are the staff members of the department working with the Director and other support staff to update the Business and Activity Plan to increase training activity and begin refocusing on private sector, along with the private sector. We are also developing more online training resources and more cost effective ways to market our employee training services.

What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.

Increase employee training projects by 25% over the previous year with a corresponding increase in the number of actual employees trained. We are attempting to reduce marketing expense through electronic media, and updating our website.

Department Priority:

HIGH

Unit Resources:

Our current department resources are being fully utilized in this endeavor and consist of a percentage of 4 fulltime employees at the SBDC as well as two part time staff members who focus on employee training.

Funding Request: Carl Perkins

Funding Request: Curriculum Development

Funding Request: Technology Fee