

## WF Dev 2011-12

# Improve communication within the Workforce Development Department

### Summary:

With increased number of grants and changing federal and state regulations the Workforce Development Department is increasing short term training, career exploration, and job search resources for dislocated workers and low income adults.

The various grants and workforce system all have different eligibility requirements and processes for recruitment, enrollment, selection, and support services.

This initiative would be to develop consistent process for disseminating information that is easily accessible, up-to-date and timely, useful to all staff, and staff are able to use the information functionally.

### Description

### 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.

The initiative allows for continuous improvement, integration, and sustainability of systems and processes developed as part of the Walmart Brighter Futures grant.

**Describe the resources needed:**

Funding for the work comes from WIA Contract, CBJT HOPE Grant, and other grant funding.

**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.**

Training modules for new staff.

Use of Mylane for information dissemination.

**Department Priority:**

1

**Unit Resources:**

Funding Request: Carl Perkins

Funding Request: Curriculum Development

Funding Request: Technology Fee