

January 15, 1999

Memorandum

To: HRD Directors/Coordinators

From: Barbara A. Boyce

Subject: 1999 HRD Training Academy

Attached you will find information pertaining to the 1999 HRD Training Academy. This staff development activity will be held February 24-26 at the Brownstone Hotel located at 1707 Hillsborough Street in Raleigh. Registration begins Wednesday, February 24, 1999, the Academy will kickoff at 12:00 noon on Wednesday, February 24 and adjourn at 11:30 on Friday, February 26.

There will be a \$45.00 registration fee to cover the cost of lunch and dinner on Thursday, breaks and various other training materials. Registration fees are due by February 15, 1999. The room rates, excluding taxes, will be \$62 single and \$72 double. Please note that a full complimentary breakfast is included in the room rate. Hotel reservations must be made by February 15, 1999. The phone number to the hotel is 1-(800)331-7917 or (919)828-0811. The block of rooms is under the name HRD Training Academy.

For scheduling purposes, everyone must pre-register for all workshops. No exceptions! This will insure that we have enough handouts and the room settings are appropriate. Workshops will be assigned on a first-come, first-serve basis. Please note that you can pre-register for workshops before you send in your registration fee.

For more information, please contact Barbara A. Boyce (ext. 719) or Brenda Futrell (ext. 422).

Attachments

C: Presidents
Senior Continuing Education Administrators

CC99-011
Paper Copy



The

1999 HRD Training Academy kicks off with a very special event. On Wednesday, February 24, 1999 from 12:00 noon to 1:15pm, there will be displays, old photographs, mementos commemorating how HRD has grown since its inception in the North Carolina Community College System Office twenty-five years ago.

In 1973, HRD was formally instituted in the NC Community College system as a special instructional program offering pre-employment training, counseling and assistance for placement into jobs or further training for unemployed and underemployed adults. Over the past twenty-five years, the program has enrolled 162,114 students at an average cost of \$536 per student. More than 144,000 graduates have gained employment. Sixty-seven (67%) of all graduates are placed into jobs immediately upon completion of the program. That number increases to 90% by the end of the 12-month follow-up period. Over the past twenty-five years, graduates have increased their income by \$201 million and reduced their public assistance benefits by \$27 million. Most important, the program has been successful in responding to the problems associated with North Carolina's unskilled, unemployed adults. HRD is an effective program economically, socially, and educationally.

Staying with tradition, the HRD Training Academy will feature a cadre of workshops of interest for **all** HRD staff. All workshops presented will focus on this theme--- "Reflecting and embracing those qualities that have made HRD unique through times of organizational change." Such qualities include curriculums focused on the orientation and motivation for the world of work, instructional strategies designed to meet the learning needs of all students, and career and job development activities that help students discover "the future they never thought existed." Linda Lindsay, HRD's first State Coordinator and Sharon Bowman, author of the book *Presenting with Pizzazz* will be featured workshop trainers. Below is a tentative schedule of all workshops.

The highlight of the HRD Training Academy will be a dinner and ceremony celebrating the many successes of current and former HRD staff and students. Featured speakers will be George Autry who was the leading force in the creation of the HRD Program back in the late 60's while working with MDC, INC in Chapel Hill. This event will take place on Thursday, February 25 from 6:30pm - 8:30pm. Attached is a full schedule of events for the 1999 HRD Training Academy.

1999 HRD Training Academy - Workshop Overview				
	Wednesday, February 24 1:30 - 4:30	Thursday, February 25 9:00 - 12:00	Thursday, February 25 1:30 - 4:30	Friday, February 26 9:30 - 11:30
1	How to Give it, So they Get it! Accelerated Learning Strategies <i>(Trainer: Sharon Bowman)</i>	Different Strokes for Different Folks - Working Together Through Changing Times <i>(Trainer: Sharon Bowman)</i>	I See What You Say: An Introduction to Communication Styles <i>(Trainer: Sharon Bowman)</i>	Practical Ways to Help Adults Learn <i>(Trainer: Sharon Bowman)</i>
2	Career vs. Job: Moving Beyond Entry Level Employment <i>(Trainer: Ann Neulicht)</i>	Effective Job Development Strategies That Work! <i>(Trainer: TBA)</i>	Welfare-to-Work, Then What? <i>(Trainer: TBA)</i>	Stop Stressing and Get On the Good Foot! <i>(Trainer: Mike Collins)</i>
3	Workforce Investment Act of 1998 <i>(Trainer: Panel)</i>	Are You Up to Leading HRD Into the New Millennium? <i>(Trainer: Linda Lindsey)</i>	Using 4Mat to Design HRD Curriculum <i>(Trainer: Linda Lindsey)</i>	Creative and Inexpensive Instructional Materials <i>(Scrap Exchange Company)</i>

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4	Career Development and Job Search Activities on the Internet <i>(Trainer: Harry Russo)</i>	Career Development and Job Search Activities on the Internet <i>(Trainer: Harry Russo)</i>	Creating PowerPoint Presentations <i>(Trainer: Lynda Wilkins)</i>

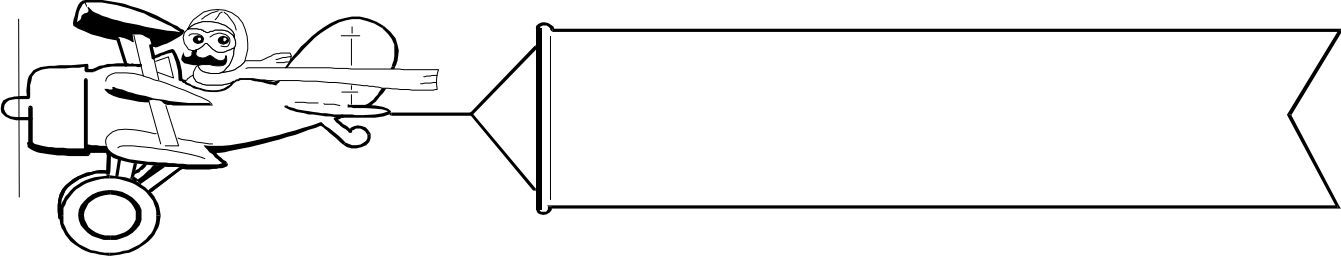


1999 HRD Training Academy
 February 24 - 26, 1999
 Brownstone Hotel, 1707 Hillsborough Street
 Raleigh, NC

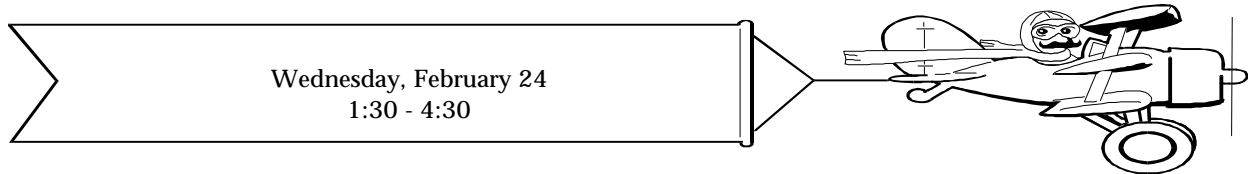
Schedule of Events

<u>Date</u>	<u>Time</u>	<u>Events</u>
Wed (2/24)	11:30 - 1:15	Registration
	12:00 - 1:15	Displays commemorating HRD's 25th Anniversary
	1:30 - 4:30	Concurrent Workshops
	4:30	Dinner On Your Own
Thr (2/25)	9:00 - 12:00	Concurrent Workshops
	12:00 - 1:00	Buffet Luncheon
	1:30 - 4:30	Concurrent Workshops
	6:30 - 8:30	Dinner and Ceremony
Fri (2/26)	8:30 - 9:15	Meeting for HRD Directors/Coordinators
	9:30 - 11:30	Concurrent Workshops
	11:30	Adjournment

Human Resources Development (HRD) Program
Celebrating 25 Years in the
North Carolina Community College System



Workshop Descriptions



1. **How to Give it, So they Get it! Accelerated Learning Strategies**

- ▶ Experience effective and energizing accelerated learning strategies that get learners of all ages and curricular areas more involved in their own learning. Discover the learning myths that “box in” instructors and then develop techniques to start “thinking outside the box.” Leave with a teacher’s toolbox full of activities you can begin using in your classroom right away so that your students can get it the first time you give it.

2. **Career -vs- Job: Moving Beyond Entry Level Employment**

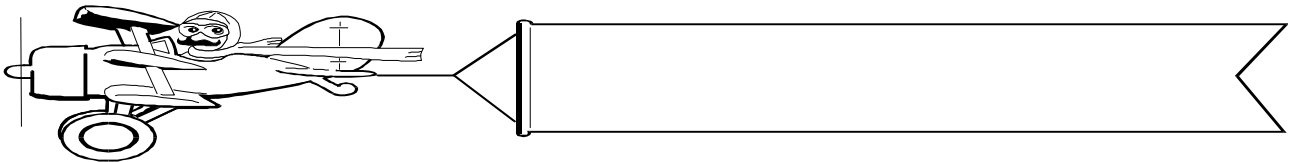
- ▶ Frustrated by the prospect of being stuck in a job that you don’t like or having to settle for the first or only job that becomes available? These are emotions that many of our students bring to the classroom. This workshop will focus on issues of concern for adults in the “career vs. job” dilemma, discuss specific subgroups of adults with special career development needs and examine seven components of a successful program for adults in transition.

3. **Workforce Investment Act of 1998**

- ▶ Come learn about the new federal legislation governing employment and training programs. Although HRD is a state-funded program, portions of this federal legislation will have major implications for our program. Staff members from the Governor’s Commission on Workforce Preparedness and the Community College System Office will be on hand to answer your questions and concerns as well as help you develop local strategic plans.

4. **Career Development and Job Search Activities on the Internet**

- ▶ Are you familiar with O*Net, The MonsterBoard, America’s JobBank, NC CareerExplorer, NC SOICC Daily Career News, and The SchoolHouse Project? Well, now is the time to familiarize yourself with these unique career exploration and job search websites. This workshop session will be held at the NC Community College



System Office to provide hands-on exploration. Transportation will be provided. Space is limited to 15 participants.

1. **Different Strokes for Different Folks --- Working Together Through Changing Times**

Thursday, February 25
9:00 - 12:00

- ▶ Things are changing! HRD has a new computer system, no more pink and blue forms, people pondering the question “What constitutes an HRD class? Designed specifically for instructors and support staff, this workshop will be the board that helps you navigate the rough waters of organizational change. Get back in touch with that good ‘ole HRD spirit. Explore practical uses of the Change Management Map. Leave with dozens of new ways of coping with the stress that comes from personal and professional change.

2. **Effective Job Development Strategies That Work!**

- ▶ In this thriving labor market, can job development be that hard? You bet it can! Rural challenges and having students who do not exactly meet employer standards make our job really tough. Learn how to approach these and other marketing challenges. Find out what you need to know to serve the under served populations seeking to enter the workplace.

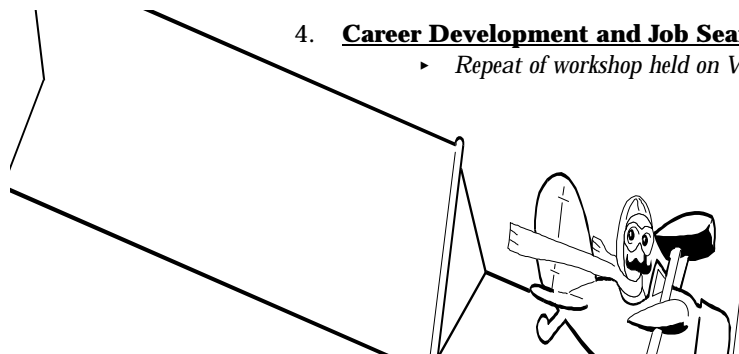
3. **Are You Up to Leading HRD Into the Next Millennium?**

- ▶ Often times an HRD program is only as strong as its leadership. Effective leaders set direction, seek new program opportunities, reinforce vision and values, direct performance expectations and practice risk-taking. Effective leaders must have good communication skills. How do you measure up as a leader? Using research based on

learning styles, this workshop will have participants assess their leadership styles, engage in communication impact exercises, identify strategies for improving work team communications and reflect on communication skills related to the four styles of learning.

4. **Career Development and Job Search Activities on the Internet**

- ▶ Repeat of workshop held on Wednesday, February 24. See previous workshop description.



Workshop Descriptions Continued...

Wednesday, February 25
1:30 - 4:30

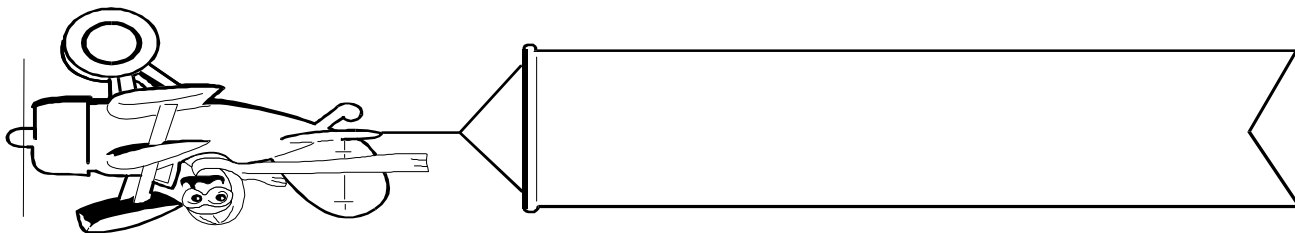
1. **I See What You Say: An Introduction to Communication Styles**

- ▶ Have you ever found yourself muttering, "If they would just LISTEN, they would get it"? Or how about the refrain, "If I told you ONCE, I have told you a thousand times"? Communication often is a series of "mis-takes" that can be corrected once you understand and use "The Platinum Rule." In a fun, interactive way, explore communication diversity and leave with practical tips for *walking the talk* in the workplace.

2. **Welfare to Work, Then What?**

- ▶ The "Work First" philosophy has changed welfare dramatically. Is this philosophy really working? This trainer will share practical tips on what works and what does not work for effectively moving welfare clients into employment rapidly. Topics include program design, case management techniques, overcoming resistance and job retention strategies.

3. **Using 4MAT to Design HRD Curriculum**



- ▶ HRD policy states that all HRD courses must have the following components: assessment of strengths and limitations, development of problem-solving, communication, self-concept and employability skills. Do your course outlines meet this standard? This workshop will serve as a practicum, allowing participant to conceptualize, plan and implement curriculum using 4MAT and the Natural Cycle of Learning.

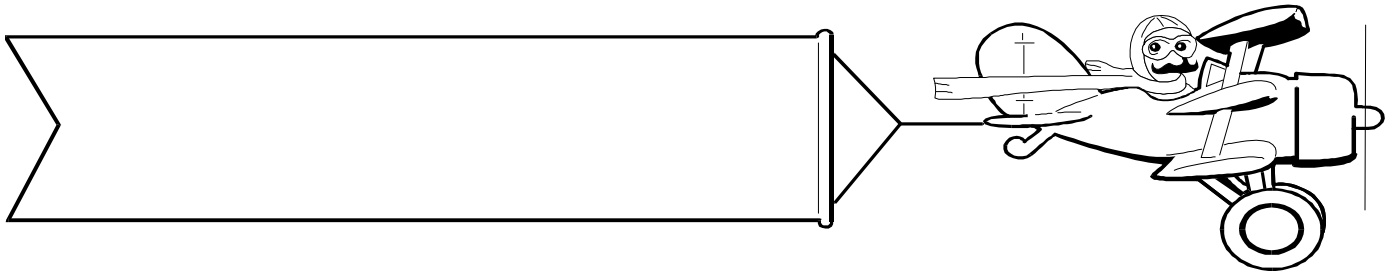
4. **Creating PowerPoint Presentations**

- ▶ Participants attending this workshop will be provided with technical assistance to develop a customized PowerPoint presentation using local statistics compiled in the 1997 Annual Performance Summary Report. Leave this workshop with a presentation that would dazzle your Dean, Board of Trustees and other interested parties. This workshop session will be held at the NC Community College System Office. Transportation will be provided. Space is limited to 15 participants.

1. **Practical Ways to Help Adults Learn**

- ▶ Want to know how to use the single most important educational discovery of the twentieth century? Based on learning styles, David Kolb's research on the natural cycle of learning is imbedded in the best of educational and corporate instruction. Explore this "map" and make it work for you

9:30 - 11:30
Friday, February 26



with any content area. Find out how to use four simple lesson design “steps” to meet the learning needs of all your students. Create your own lesson map that you can use tomorrow in your classroom.

2. **Stop Stressing and Get on the Good Foot!**

- ▶ Stress takes a toll on everyone in the workplace. The 40+ hours work weeks, the need to do more with less as budgets and staffing patterns become leaner, the increasing internal and external competitive climates, the never ending pressures of balancing family and work. All of this can lead to job dissatisfaction, lowered morale, productivity and efficiency. Both you and co-workers feel the negative impacts. Stop stressing! Come to this workshop and learn how to “get on the good foot.”

3. **Creative and Inexpensive Instructional Materials**

- ▶ You don’t have to spend a fortune for good instructional materials. The Scrap Exchange is an educational-based company located in Durham which specializes in helping teachers create instructional materials from “odds and ends” that companies discard. This will not be your usual workshop--- it will seem more like a shop till you drop day at the flea market.

Registration Information

1999 HRD Training Academy

February 24 - 26, 1999
Brownstone Hotel, 1707 Hillsborough Street
Raleigh, NC

For scheduling purposes, you must pre-register for all workshops. No exceptions! Workshops will be assigned on a first-come, first-serve basis. You can go ahead a

register for workshops before you send in you registration fee. Please fax or mail this completed form to Barbara A. Boyce by February 15, 1999. Thanks for your cooperation!

**** **Don’t forget to make copies of this form and distribute to your staff.**

Name: _____

College: _____

Phone: _____ **Fax:** _____

For Each Of The Workshop Sessions, Please Indicate your 1st, 2nd and 3rd Choice

1999 HRD Training Academy - Workshops

Session #1		Session #2		Session #3		Session #4	
Wednesday, February 24 1:30 - 4:30 (Please indicate your 1st, 2nd and 3rd choice)		Thursday, February 25 9:00 - 12:00 (Please indicate your 1st, 2nd and 3rd choice)		Thursday, February 25 1:30 - 4:30 (Please indicate your 1st, 2nd and 3rd choice)		Friday, February 26 9:30 - 11:30 (Please indicate your 1st, 2nd and 3rd choice)	
	How to Give it, So they Get it! Accelerated Learning Strategies. <i>(Trainer: Sharon Bowman)</i>		Different Strokes for Different Folks - Working Together Through Changing Times. <i>(Trainer: Sharon Bowman)</i>		I See What You Say: An Introduction to Communication Styles. <i>(Trainer: Sharon Bowman)</i>		Practical Ways to Help Adults Learn <i>(Trainer: Sharon Bowman)</i>
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Please Mail or Fax By February 15, 1999:

Barbara A. Boyce

Fax: (919) 715-5796 or 733-0680

North Carolina Community College System, 200 West Jones Street, Raleigh, NC 27603-1379



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Raleigh, NC

Payment Information

If you plan to attend the 1999 HRD Training Academy, please send this completed form by February 15, 1999 to the attention of **Brenda Futrell**, (919) 733-7051 ext 422. Please make checks payable to:
NC Community College System Office, 200 West Jones Street, Raleigh, NC 27603-1379.
Registration fee includes lunch and dinner on Thursday.

College: _____

Phone: _____

Fax: _____

Please print your name as you want it to appear on your name tag.

Amount Enclosed: \$ _____
Method of Payment:
▶ Personal Check: _____
▶ Organization Check: _____

