



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 6, 2007

RESPOND BY: February 23, 2007

MEMORANDUM

TO: Basic Skills Directors
Volunteer/Community-Based Organization Directors
Other Eligible Providers

FROM: Randy Whitfield, Ed.D.
Associate Vice President of Academic and Student Services
Basic Skills Department

SUBJECT: Basic Skills Program Plans and Applications Training

Basic Skills System Office staff will conduct training sessions on how to write Basic Skills program plans and applications on Tuesday, February 27, 2007, from 10:00 to 2:00 in the System Office, Caswell Building, 5th Floor Training Room, Raleigh, North Carolina. The sessions will help participants understand how to write Basic Skills plans and applications. Participants may attend all or some of the sessions listed below.

Time	Plan
10:00 – 10:30	English Literacy/Civics Education Plan and Application
10:30 – 11:30	Basic Skills Program Plan and Application
11:30 – 12:00	Comprehensive Family Literacy Program Plan and Application
1:00 – 1:30	Pathways to Employment Program Plan and Application
1:30 – 2:00	Basic Skills Distance Learning for Project IDEAL

Please complete the enclosed registration form and return it to Monique Bloomfield no later than February 23, 2007.

Attachment
cc: Presidents
Senior Continuing Education Administrators

CC07-035
Paper & Email copies

Response requested by February 23, 2007

Registration for Training

(Title of Training)

Please return form to: Monique Bloomfield
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

Phone: (919) 807-7142

Fax: (919) 807-7164

College/Agency Name: _____

Sensitive Material
Handle with Care
Sensitive Material
Handle with Care

Names of People Attending: _____

Contact Person: _____ **phone #** _____

E-mail Address: _____

Please pre-register! Those who do not pre-register by may not receive handouts.

Please Check All Sessions You Plan to Attend	Time	Plan
	10:00 – 10:30	English Literacy/Civics Education Plan and Application
	10:30 – 11:30	Basic Skills Program Plan and Application
	11:30 – 12:00	Comprehensive Family Literacy Program Plan and Application
	1:00 – 1:30	Pathways to Employment Program Plan and Application
	1:30 – 2:00	Basic Skills Distance Learning for Project IDEAL