Moving Forward

For more information about this document, contact:
Programs and Student Services Division
Workforce Continuing Education Unit
continuingeducation@nccommunitycolleges.edu
It’s an exciting time for the Human Resources Development Program.

We are moving forward with an enhanced focus on.....

• New course offerings
• New partnerships
• New strategic initiatives
• New professional development activities
Human Resource Development Timeline

1969
HRD begins as an experimental training program with MDC

1970
Lenoir CC establishes first HRD program at a community college

1971
HRD programs start at AB Tech, Craven, Isothermal Roanoke-Chowan, and Southeastern

1973 – 1974
939 students enrolled in HRD classes

2001
NC General Assembly shifts funding from categorical to budget FTE indicating commitment to NC Workers

2015
Over 95,770 students enrolled in HRD classes across 58 community colleges
HRD – Moving Forward

HRD was an experiment seen as an answer to business and industry calls for work readiness training.

Today – HRD is NC’s response to the business and industry call for work readiness training. A response that is scaled through the community colleges to reach across the state.
The Human Resources Development (HRD) program provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults.

**Each college shall operate a Human Resources Development (HRD) program** to provide assessment services, employability training, and career development counseling to unemployed and underemployed individuals.

These courses shall address **six core components**:  
• Assessment of an individual's assets and limitations;  
• Development of a positive self-concept;  
• Development of employability skills;  
• Development of communication skills;  
• Development of problem-solving skills; and  
• Awareness of the impact of information technology in the workplace.
HRD Course Offerings

There are eight approved HRD courses:

- HRD-3001 Employability Skills
- HRD 3002 Employability Lab
- HRD 3003 Career Planning/Assessment
- HRD 3004 Career Readiness/Pathways
- HRD 3005 Technology Awareness
- HRD 3006 Motivation & Retention
- HRD 3008 Financial Literacy
- **HRD 4000** Intro to Human Services: DSS Income Maintenance Caseworker
This course provides employability skills training for unemployed and underemployed adults.

The curriculum framework must address each of the six core HRD components:

1) assessment of an individual's assets and limitations,
2) development of a positive self-concept,
3) development of employability skills,
4) development of communication skills,
5) development of problem-solving skills, and
6) awareness of the impact of information technology in the workplace.
HRD 3002 Employability Lab

This course provides employability skills training for unemployed and underemployed adults. The curriculum framework must address each of the six core HRD components:

1) assessment of an individual's assets and limitations,
2) development of a positive self-concept,
3) development of employability skills,
4) development of communication skills,
5) development of problem-solving skills, and
6) awareness of the impact of information technology in the workplace.

Instruction is designed to be self-directed, self-paced, and structured on an open-entry, open-exit basis to meet the customized needs of individuals and/or partner agencies at JobLink (One-Stop) Career Centers. The hours for this course should be counted as contact hours.
HRD 3003  Career Planning & Assessment

This course provides employability skills training for unemployed and underemployed adults.

The curriculum framework is designed to assess the interests, attitudes, aptitudes, and readiness as it relates to career, employment, and/or educational goals.

The content of the instructional materials must focus on the following topics: personal development, career exploration, goal setting and the development of a written plan of action.
This course provides employability skills training for unemployed and underemployed adults.

The curriculum framework is based on a specific occupation and includes one or more of the following topics:

1) career exploration,
2) entry-level competency awareness,
3) employability skills [soft skills],
4) job search strategies and
5) college-readiness skills.

This course must be linked to an occupational course or a career pathways program at the college.
This course provides employability skills training for unemployed and underemployed adults.

The curriculum framework and the content of the instructional materials will focus on computer use skills as it relates to:

1) developing basic keyboarding, wordprocessing and Internet skills,

2) learning technology-based job search strategies to include the use of social networking,

3) applying for employment online, and

4) accessing governmental and education resources and services.
## HRD Moving Forward – What does the numbers say?

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HRD3001</td>
<td>HRD Employability Skills</td>
<td>1,340.01</td>
<td>1,118.22</td>
<td>1,041.11</td>
<td>-77.11</td>
</tr>
<tr>
<td>HRD3002</td>
<td>HRD Employability Lab</td>
<td>593.10</td>
<td>465.66</td>
<td>422.48</td>
<td>-43.18</td>
</tr>
<tr>
<td>HRD3004</td>
<td>HRD Career Readiness/Pathways</td>
<td>619.03</td>
<td>424.35</td>
<td>351.67</td>
<td>-72.68</td>
</tr>
<tr>
<td>HRD3005</td>
<td>HRD Technology Awareness</td>
<td>444.73</td>
<td>386.41</td>
<td>330.39</td>
<td>-56.01</td>
</tr>
<tr>
<td>HRD3003</td>
<td>HRD Career Planning &amp; Assessment</td>
<td>171.96</td>
<td>104.97</td>
<td>88.16</td>
<td>-16.81</td>
</tr>
<tr>
<td>HRD3006</td>
<td>HRD Employability Motivation/Retention</td>
<td>125.86</td>
<td>95.69</td>
<td>81.45</td>
<td>-14.24</td>
</tr>
<tr>
<td>HRD3008</td>
<td>HRD Financial Literacy</td>
<td>45.74</td>
<td>40.69</td>
<td>33.07</td>
<td>-7.63</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3,340.43</td>
<td>2,635.99</td>
<td>2,348.33</td>
<td>-287.66</td>
</tr>
</tbody>
</table>
New Initiatives – Align4NCWorks Strategic Plan

Goal 2, Objective 2.A.

**Action Steps**

2.A.ii  Increase the number of students enrolled in NCWorks Online

2.A.iii  Explore opportunities for increased collaboration between community college employability training/ career services and NCWorks Career Centers
WIOA Title II: Definitions - **Instruction ..... What’s New?**

**Integrated Education And Training**
- aims to provide adult education and literacy activities **concurrently and contextually** with workforce preparation activities and workforce training
- targets training in occupations or clusters that assist adults in their educational and career advancement

**Workforce Preparation Activities**
- Activities, programs or services to help individuals gain basic academic, critical thinking, digital literacy, and self-management skills.
- Includes competencies in utilizing resources and using information, and acquiring other skills necessary for **successful transition** into postsecondary education, training, or employment.

**Integrated English Literacy And Civics Education**
- Codifies the IEL/CE program, previously funded through annual appropriations.
- Provides instruction in literacy and English language acquisition, the rights and responsibilities of citizenship and civic participation, and workforce training.
- Focuses program design and goals on integrated education and training activities and **coordination with local workforce system**.
Top 5 “Must Have” Conversations for Continuing Education Leaders
HRD Moving Forward - A Call To Action

Top 5 “Must Have” Conversations

#1 Leadership Capacity

- Do you have the **RIGHT STAFF** leading your Human Resources Development program?
HRD Moving Forward - A Call To Action

Top 5 “Must Have” Conversations

#2 Program Development

• Are your programs and services responsive to the needs of students, employers, and community stakeholders?
HRD Moving Forward - A Call To Action

Top 5 “Must Have” Conversations

#3 Quality Assurance

• What data-driven evidence and proven practices do you use to solve problems, make decisions, and plan strategically?
HRD Moving Forward - A Call To Action

Top 5 “Must Have” Conversations

#4 Communication Plan

• What tools/resources do you utilize to promote the rigor, relevance, and quality of your HRD program?
HRD Moving Forward - A Call To Action

Top 5 “Must Have” Conversations

#5 Strategic Partnerships

• What tools/resources do you utilize to build and leverage partnerships to advance the mission, vision, and goals of your HRD program?
Questions for the System Office

• What best practices or innovations in HRD should we know about?

• What new directions in HRD should we encourage?

• What barriers do you face as you move forward?
  — Policy
  — Collaboration with workforce partners or employers
  — Other