

Sample Projects in Workforce Development

Job Title Assessment of Employability Skills

Client SkillsUSA-VICA

Project Description

Researched and wrote a four-page brochure to provide educators, students and policy-makers with an introduction to Assessment of Employability Skills.

Job Title How Community Colleges Can Use Retail Skills Standards

Client National Skill Standards Board

Project Description

Researched and wrote article published in Catalyst: The Journal of the National Council for Continuing Education and Training to help community college staff understand how skill standards could improve program quality.

Job Title Professional Standards Development in Sales and Service

Client Sales & Service Voluntary Partnership

Project Description

Coordinated logistical arrangements and registration for 20 focus groups around the country to update and validate existing skill standards. Organized panel discussions and information-sharing opportunities at the annual meeting. Developed a standards crosswalk tool to assist state organizations and others to crosswalk curriculum and standards with the draft National Sales & Service Voluntary Partnership Skill Standards

Job Title Integration of Career Transcript System in Retail Skills Centers

Client Business/Education Partnership for the Institute for Policy Studies at Johns Hopkins University

Project Description

Conducted exploration and planning for generalizing a transcript system based on the Secretary's Commission on Necessary Skills (SCANS) skills from the educational setting to an adult learning environment.

Job Title Start-Up Implementation for Retail Skills Centers

Client TRAC/USA and the National Retail Federation Foundation

Project Description

Participated in and documented the implementation process for building, staffing, and operating training centers that provide standards-based training in Customer Service in shopping centers. Conducted needs assessments, assisted in creating a trainer's curriculum based on voluntary industry standards, created information sheets and marketing materials emphasizing the link between standards and quality education.

Price Project Management and Implementation

Core Competencies

Job Title Best Practices in Integrating Retail Skill Standards into Training Curricula

Client National Retail Institute

Project Description

Researched and documented best practices in the utilization of skill standards in workforce development and education programs. Created a framework for data collection, conducted interviews, and wrote profiles on retail training programs, describing how the programs work, whom they serve, and what elements were critical to success.