

The Integration Training Team Charter (ITT)

February 2008

The Integration Training Team (ITT) will provide oversight to the development and implementation of system wide training activities that will occur prior to and in conjunction with integrated service delivery. Using the principles and practices of continuous quality improvement, the team will identify skills and knowledge required by staff (EDD and EDA) to serve in the capacity of functional teams and will make training recommendations to the Integrated Planning Team. The goal of the team is to develop a robust integration training platform.

Team Responsibilities

The ITT tasks will be divided into two phases:

Phase 1 – Macro Approach

- Identify the regulations and tools included in Wagner-Peyser and WIA systems and programs that staff need to become familiar with
- Focus on the program specific technical skills that staff will need to become proficient at in order to launch integrated service delivery
- Identify training needs related to developing a working knowledge of each program
- Develop system wide training plan for delivery of information
- Identify resources to be used
- Develop timeline for training
- Identify methods for determining knowledge assimilation

Phase 2 – Micro Approach

- Identify skill sets needed for each of the functional teams
- Write functional team job descriptions
- Identify skill gaps
- Develop team based training plans
- Locate or procure resources
- Develop timeline for training
- Identify methods for determining knowledge saturation and skill attainment