**NWI Training Plan: *Business Consultant***

Name: \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Course | Duration  | Scheduled | Completed |
| *Trainings Completed by Contractor* |
| Organization’s New Employee Orientation *offered)* |  |  |  |
| TWC IT Security – TWC online |  |  |  |
| TWC Fraud Awareness – TWC online |  |  |  |
| WS SG Fraud, Waste, Theft and Abuse  |  |  |  |
| *NWI Prerequisite Trainings Completed for WS Professional Academy* |
| Gulf Coast Workforce Solutions NEO – NWI online | 30-60 min |  |  |
| WIT Basics – NWI online  | 30-60 min |  |  |
| TWIST Basics – NWI online | 30-60 min |  |  |
| Labor Market Intelligence eLearning\* | 30-60 min |  |  |
| Conducting Customer Interviews eLearning\* | 30-60 min |  |  |
| *Workforce Solutions Professional Academy* |
| * I AM Workforce Solutions
 | Day 1 |  |  |
| * Customer Service in the Public Sector
 | Day 1 |  |  |
| * Working with Diversity
 | Day 2 |  |  |
| * VR Site Visit/Awareness Training
 | Day 2 |  |  |
| * WS Services and Resources
 | Day 3 |  |  |
| * About Employer Service
 | Day 3 |  |  |
| * Labor Market Intelligence\*
 | Day 3 |  |  |
| * WS EEO Policies
 | Day 4 |  |  |
| * WS Job Search Seminar for Staff
 | Day 4 |  |  |
| * Conducting Customer Interviews\*
 | Day 5 |  |  |
| * NWI LMS/Training Plans/Review/Grad
 | Day 5 |  |  |
| *NWI Training Plan (does not include hours from Technical Assistance)* |
| Understanding Family/Domestic Violence – NWI online | 30-60 min |  |  |
| Sexual Harassment – NWI online | 30-60 min |  |  |
| Generating Creative Solutions for Employers | 8 hours |  |  |
| Creating a Job Posting eLearning | 30-60 min |  |  |
| Dealing with Criminal Backgrounds practicum | 4 hours |  |  |
| Basics of Business Writing classroom | 16 hours |  |  |
| Interpersonal Communication Skills classroom | 16 hours |  |  |
| Working as a Team classroom | 16 hours |  |  |
| Labor Market Intelligence Webinar\* | 1 hour |  |  |
| Rational Decision Making classroom | 8 hours |  |  |
| Networking classroom | 4 hours |  |  |
| Effective Recruiting for Recruiters classroom | 16 hours |  |  |
| Presentation Skills classroom | 8 hours  |  |  |
| Effective Problem Solving | 8 hours |  |  |
| Job Posting Notes eLearning | 30-60 min |  |  |
| Personal Accountability classroom | 4 hours |  |  |
| Time & Stress Management classroom | 4 hours |  |  |

\*Denotes blended courses

Check the training calendar on the [NWI LMS](https://lms.latitudelearning.com/home/asp_main.aspx?sCode=NWILMS) or at <http://www.wrksolutions.com/staff-resources/performance-improvement> for upcoming offerings, dates, and locations of instructor-led courses.

Schedule your staff for courses on their training plan as soon as possible after they complete the Academy. Complete the “Date Scheduled” and “Date Completed” fields as appropriate.

