**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.

