

TO: Workforce Investment Board

DATE: 05/13/10

FROM: Executive Committee

For Discussion

For Action

For Information

**SUBJECT: Merced College – Thrive and Survive
in the Workplace Workshops for 2010/11.**

PROPOSED MOTION(S): Ratify the Executive Committee’s decision to approve a direct contract with Merced College for ten (10) Thrive and Survive Trainings beginning July 1, 2010 through June 30, 2011; at a cost not to exceed \$18,620 and direct staff to negotiate the contracts.

DISCUSSION: On April 14, 2010, the Quality Employment Development (QUED) committee recommended the WIB consider contracting with Merced College for Thrive and Survive in the Workplace training to provide workplace basic (soft skills) skill development for Workforce Investment Act (WIA) enrolled participants. Feedback from local small, medium, and large employer focus groups confirms that the skills in the Thrive and Survive trainings are those valued the most by employers and are covered in the following four keys:

- **Starting Out on the Right Foot:**
 - **Appearance and Dress**
 - **Give a Good First Impression**
 - **Non-Verbal Communication**
- **Attitude in the Workplace:**
 - **Why Does it Matter?**
 - **How to Improve your Attitude?**
- **Work Ethic:**
 - **What is a good work ethic?**
 - **Avoid Being Late for Work**
 - **Absenteeism**
 - **Internal Customer Service**
- **Communication in the Workplace:**
 - **Communicating with your Boss, Co-workers, and Customers**
 - **Active Listening.**

This contract with Merced College shall provide six (6) trainings in Merced and four (4) trainings in Los Baños and may cover instructor preparation time, operational costs, classroom facility and equipment, supporting materials and supplies, and instructor mileage and travel expenses.

ATTACHMENT(S): N/A