

Jefferson
College



**WORKFORCE DEVELOPMENT
& EMPLOYMENT SERVICES**

STRATEGIC PLAN



OVERVIEW

Workforce and Employment Services (WES) was formed when Business and Community Development merged with the Employment Services office in 2019. Since that time, the team has worked to develop and strengthen its programs and services. Since the addition of career services in 2023, the department strategically looks forward with this plan.

IMPLEMENTATION

The purpose of WES is to support the mission of the College. In this first strategic plan, the office will establish baseline measurements for its goals. The plan will be reviewed by the WES team regularly in staff meetings, advisory board meetings, and during an annual review process. Should changes occur that require redefining goals and objectives, the WES team and stakeholders will make the required changes to keep the strategic Plan moving forward.

Mission

WES aligned its mission to match the Jefferson College mission which empowers individuals to meet their goals. The Office of Workforce and Employment meets the needs of students, alumni, and the community through two primary functions: providing workforce development and career and employment services. Workforce development supports career training and upskilling individuals to allow entrance or advancement in their career. Through career and employment services, staff help individuals determine their career pathway and develop the tools and skills to be successful in their job search.

Values

Provide quality workforce programming that meets the needs of students, employers, and local workforce.

Provide opportunities for employers to connect with students and alumni for work based learning and employment opportunities.

Effectively assist students to explore career pathways and prepare for job search.

Goals

Development and advancement of relationships to advise and advance WES, provide mutual feedback, and share outcomes.

Work collaboratively with industry to create and maintain WES programs that meet industry needs and student interests.

Provide career and employment services to students including career exploration and preparation for job searching, while also providing employers opportunities to promote openings and or train their employees.

Review and improve WES internal process to better support the Jefferson College community.

Vision

WES strives to provide individualized support by creating seamless processes and using a holistic approach with learners and being responsive to community needs.

EXTERNAL PLAN

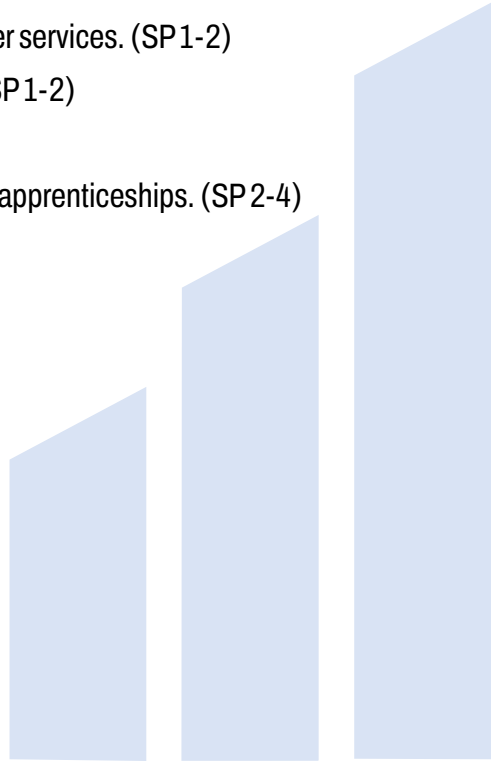
Relationships

- Transition advisory board into relevant Business and Industry Teams. (SP 4-5)
- Provide opportunities for employer partners to give feedback and use it to drive decisions. (SP 4-4)
- Communicate changes based on feedback and assessment results. (SP 4-4)
- Engage with community partners to ensure relevant and current referral resources. (SP 4-5)
- Provide opportunities (such as the Manufacturing Summit, Industry and Education Event) for community partners to gather and discuss community needs. (SP 4-5)
- Work with the Jefferson County Economic Development Council to support the needs of small businesses in the county. (SP 4-4)

Career Training and Workforce Development

- Involve stakeholders in curriculum creation. (SP 4-4)
- Provide training for in demand occupations that meet industry needs. (SP 2-4)
- Expand customized training offerings based on workforce feedback. (SP 1-2)

Career Development

- Provide a variety of opportunities and modalities for students to engage in career services. (SP 1-2)
 - Utilize the WES career development model and checklists to guide students. (SP 1-2)
 - Use Focus 2 to encourage career exploration and research. (SP 2-5)
 - Expand work based learning experience for students and community including apprenticeships. (SP 2-4)
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Career Development

- The career development checklist provides students with a plan that starts with exploring careers and ends with a transfer or career transition.
- Workshops and events for students to explore careers, develop job preparation skills, or meet employers.
- One on one appointments with career specialists and drop in hours for convenient service.
- A job board, Handshake, with part time, full time, and internship opportunities.
- Assistance with resume and cover letter writing, interview skills, and job searching.

Career Training

- Provide short term career training programs to provide skills to enter in demand careers.
- Healthcare programs including: Certified Nursing Assistant, Certified Medication Technician, Medical Assistant, Medical Billing and Coding, and Pharmacy Technician.
- Manufacturing programs including: Industrial Maintenance and Robotics Training.
- Funds for training are available for qualified individuals.

Customized Training

- Provide business and industry partners training customized to their needs, timing, and location.
- Training from qualified trainers who have industry experience.
- Training topics range from technical skills to leadership.
- Popular sessions include maintenance training, blueprint reading, GD&T, leadership, computer skills and or programs, and more.

