

FRONTLINE FOCUS TRAINING CALENDAR

2016-2017

COURSE TRACK	CLASSES
Job Developer Track 30 hours of core curriculum	A. JOB DEVELOPER ORIENTATION (JDO) (2) B. BEYOND THE BASICS: JOB DEVELOPMENT IN PRACTICE (2) C. BECOMING AN INDUSTRY INSIDER (2) D. PITCH CLINIC (1) E. REDUCING TURNOVER: BECOMING A RETENTION AGENT (2)
Leadership Track 35 hours of core curriculum	A. LEARNING TO LEAD (1) B. PERFORMANCE MANAGEMENT (1) C. MAKING METRICS MATTER (1) D. DRIVING ORGANIZATIONAL EFFECTIVENESS: BENCHMARKS FOR SUCCESS (1) E. OPERATING ADAPTIVE ORGANIZATIONS (1)
Client Services Track 27 hours of core curriculum	A. INTAKE ASSESSMENTS (1) B. MOTIVATIONAL INTERVIEWING (1) C. EMPLOY LIT (1) D. DOCUMENTATION OF CASE NOTES (1) E. TRAUMA INFORMED CARE (1)
ELECTIVES	
Cultural Competency (2)	
Designing and Conducting Transformational Job Readiness Trainings (1)	
JRT Basics (1)	
From Records to Re-Entry (1)	
Intro to the Workforce Development System (1 webinar)	
WIOA-101 (1)	
OTHER FRONTLINE FOCUS AND CJC EVENTS	
Frontline Workforce Association	BI-MONTHLY—DIRECT SERVICE MEETING
Working Group	BI-MONTHLY—POLICY MEETING
Board Meeting	FOURTH TUESDAY/QUARTERLY
CJC Holiday	

