

Outline of Presentation

ROCK VALLEY COLLEGE

Transportation/Distribution & Logistics

(TDL) Bridge Program

- I. Targeted Sector
 - a) Targeted Transportation/Distribution & Logistics – over 22% of region’s businesses
 - b) Student population – ABE level students (6.0-8.9) + Advanced ESL

- II. Prior to grant application
 - a) Met with TDL professionals
 - b) Identified areas of need/interest
 - i. Good communication/soft skills
 - ii. Understanding of inventory management
 - iii. Understanding of bar code technology/scanners
 - iv. Basic computer skills
 - v. Industry jargon
 - vi. Basic business ethics
 - vii. Importance of safety
 - viii. CPR
 - ix. Good work ethic
 - c) What they were willing to contribute
 - i. Advice/input on curriculum
 - ii. Speakers in classes
 - iii. Facility tours
 - iv. Employment interview to program completers

- III. Selection of curriculum writers
 - a) ESL Instructor + GED Instructor
 - b) Knows student population
 - c) Can help with teacher buy-in to program

- IV. Addition of Transitions Coordinator

- V. Contextualized curriculum
 - a) Biggest challenge
 - b) Used a number of online resources (Floridaworks primary source)

- VI. Course components
 - a) Computer skills – Keyboarding, completing online job applications + surveys
 - b) TDL equipment usage – Hand scanners, time clocks, lock-out/tag-out kits
 - c) Health + safety for TDL – Basic OSHA standards, safe lifting practices, loc-out/tag-out procedures
 - d) On the job listening, speaking, reading & writing skills – Following multi-step directions, phone skills, reading safety policies + pay stubs, completing work logs
 - e) Math – Basic math, using a calculator
 - f) Social + interpersonal skills – Handling criticism, dealing with mistakes, taking personal responsibility, making suggestions
 - g) Employee information/expectations – Drug testing policies, minimum wage, unemployment benefits
 - h) Employment skills – Internet job searching, resume writing, interviewing, goal setting

- VII. Program activities
 - a) Tours of TDL facilities
 - b) Guest speakers from TDL industry
 - c) Resume writing + Interviewing workshops
 - d) CPR training
 - e) Hands-on TDL equipment training
 - f) Campus tour + college transition/Educational Planning Session
 - g)

- VIII. Class schedule/expectations
 - a) 4 days per week, 4 hours per day for 8 weeks
 - b) Stress on attendance/promptness
 - i. Students clock in/clock out
 - ii. Responsible for ID badge
 - iii. Absences + behavior treated with progressive discipline model
 - c) Program completers receive Certificate of Achievement in Fundamentals of TDL
 - d) Conducting 3 classes for total of approx. 30 students

- IX. Problems/special considerations
 - a) Needed to schedule more time for recruitment – Most people don't understand what TDL is
 - b) TDL companies won't hire people with felony theft backgrounds, etc.- We had a large number of people interested in program who had criminal backgrounds
 - c) Unemployment rate in our area has risen more, from 15-20%
 - i. Many of our TDL partners struggling with their own lay-offs and reorgs.
 - ii. Have had to reestablish connections with companies where original contact is gone
 - iii. Number of job openings have decreased

Diana Barthelman

(815) 921-2002

D.Barthelman@rockvalleycollege.edu