

Template:

1. Required Information in Order to be Listed on the Web Page

Lead Contact Person: _____

Organization Name: _____

Mailing Address: _____

Lead Contact's Phone # and extension: _____

Lead Contact's Email Address: _____

Type of Workforce Development Program(s) Offered [may be multiple in each column]

<u>Education</u>	<u>Skill Training - Industry</u>	<u>Employment</u>
<input type="checkbox"/> ESOL 1	<input type="checkbox"/> Business/Computer Skills	<input type="checkbox"/> Job Readiness/World of Work
<input type="checkbox"/> ESOL 2	<input type="checkbox"/> Property Mgt/Maintenance	<input type="checkbox"/> Direct Job Placement
<input type="checkbox"/> ESOL 3	<input type="checkbox"/> Construction	<input type="checkbox"/> Paid Internships
<input type="checkbox"/> ESOL 4	<input type="checkbox"/> Health Careers	<input type="checkbox"/> Unpaid Internships
<input type="checkbox"/> ESOL 5	<input type="checkbox"/> Culinary	<input type="checkbox"/> Supported Work
<input type="checkbox"/> Native Language Literacy	<input type="checkbox"/> Green Jobs	<input type="checkbox"/> Sheltered Workshop
<input type="checkbox"/> Pre-GED	<input type="checkbox"/> Service Industry	<input type="checkbox"/> Youth Employment
<input type="checkbox"/> GED	Other: _____	<input type="checkbox"/> Resume Preparation
<input type="checkbox"/> GED Test Preparation		Other: _____
<input type="checkbox"/> Youth Educ./Employment		
<input type="checkbox"/> Workplace Education		
<input type="checkbox"/> Transition to Higher Ed		
Other: _____		

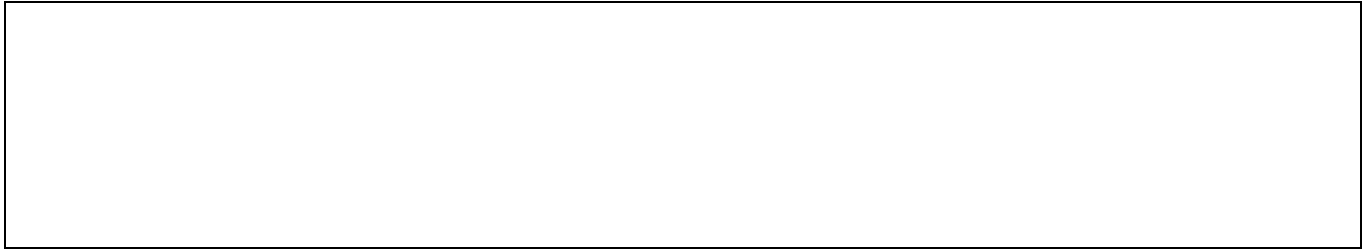
2. Link to Organization's Website - "for further information" (if you do not list a website, then you must complete #3 below)

URL for Your Organization's Website: _____

3. Optional Information that may be submitted (this information must be submitted if you do not list your website)

A description of each program will be placed in a text box that will accept no more than 150 words. The description needs to include:

- program name
- program type (Either Education, Skill Training, or Employment)
- program contact person (list here only if different from lead contact person listed above - give name, phone, email address)
- targeted populations
- eligibility criteria
- duration of program participation
- services & outcomes



Use the Tools/Word Count pull down menu in MS Word to ensure there are 150 words or less for each program.

Events Calendar

This seems fairly straightforward. It would list all kinds of events – but not commercial, profit making activities. This includes:

- group orientations for applicants to education, training, and employment programs
- job fairs
- open houses
- application deadlines for programs
- what else?

(We propose that you continue to list job openings on CWC's Job Bank. The Job Bank already indicates the city/town in which the job is located.)

Once we've agreed what's to be included and what's not (and this may change over time), this information could be emailed to CWC's Network convener for posting on the website.