



## Planning and Evaluation Tracking

College Year: **2008 - 2009**

Division of: **Workforce Development**

Person Responsible: **Damaris Schlong**

Department of: **Corporate Development**

Person Responsible: **Shawn M. Fouts**

**Purpose Statement:** Support the Workforce Development Division and provide revenue-producing client training solutions while building and maintaining mutually beneficial internal and external relationships.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. To reduce the amount of time from proposal to contract closure.	1. After participating in a consultation with new clients, the clients gatekeepers will reduce timeframe of proposal to contract closure by 25% using the Training Solution Tracking Tool.	1. Timeframe: 01/2009 - 12/2009  # of New Clients: _____  # of days between Proposal and signed Contract: _____ Point A - Point B  Average # of Days: _____ (Target)	1. Timeframe: 01/2009 - 12/2009
2. To create a common understanding of Solution Selling within Workforce Development Division.	2. After attending one (1) of four (4) (or more) half day Workforce Development Division retreats, Workforce Development staff (30) will adopt a new mindset from reactive to proactive Solution Selling using the logical Contract Progression Tool.	2. Timeframe: 01/2009 - 12/2009  # of WDD Retreats: _____  # of WDD staff instructed in use of Contract progression Tool: _____	2. Timeframe: 01/2009 - 12/2009

3. To develop and market a Leadership Institute that crosses into all areas of Workforce Development.

3. After developing and marketing a comprehensive Leadership Institute, at least twelve (12) students will complete the course in May 2010.

3. Timeframe:  
01/2009 - 05/2010

# of potential students  
Leadership institute  
marketed to: \_\_\_\_\_

# of students enrolled:  
\_\_\_\_\_

# of students successfully  
completing Leadership  
Institute: \_\_\_\_\_

3. Timeframe:  
01/2009 - 05/2010

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revised 8/1/05