

BREAKOUT SESSION DESCRIPTIONS

1. FINANCIAL MANAGEMENT AND AUDIT REQUIREMENT

Wendy C. Spivey, Audit Manager, Alabama Department of Economic and Community Affairs

This session will include discussions related to financial management of federal funds and the responsibility of having an independent audit of the expenditure of those funds when necessary.

2. DEVELOPING RE-ENTRY STRATEGIES FOR NON-STANDARD WORKERS

Kenneth G. Brothers, President, New Beginnings Foundation and Chairman, Re-entry Task Force; Fawn Romine, J.F. Ingram State Technical College; Judy Ward, Solid Rock Way

In Alabama, approximately 10,000 men and women are released back into our communities each year from State incarceration. They have little or no resources and face many challenges in finding and keeping employment. The panel will review many of the barriers to their employment and discuss some successful model programs to include those at the L.I.F.E. Tech Transition Centers run by the Alabama Board of Pardons and Paroles. The gains from helping these people rejoin the workforce and become productive, law abiding citizens are enormous. Economic benefits alone are estimated in the neighborhood of \$500 million a year.

3. SKILLSTALKING ...HOW TO IDENTIFY YOUR CLIENTELE'S 60 MOST MARKETABLE SKILLS

Dick Gaither, President, Job Search Training Systems, Inc.

80% of the folks who suffer from extended unemployment are unable to identify and articulate their skills during the interview or on their resume. In this session Dick Gaither will introduce you to the concept of marketable skills and the three (3) types of skills employers look for. He'll also give you the formula for determining marketability, show you different ways to help your clientele identify their most marketable skills, and show you how to create a powerful marketing tool (skills summary cards) from those skills.

4. IDENTITY THEFT BASICS – HOW TO PROTECT YOURSELF

(FIRST OF TWO SESSIONS)

Lieutenant Paul Logan, Jefferson County Sheriff's Office

This session is designed to teach an individual how to protect their identity, how to monitor the use of their identity, how to report the theft of their identity, what to do if their identity is stolen, and how to correct it.

5. CUSTOMER SERVICE.GOV: DELIGHTING OUR INTERNAL AND EXTERNAL CUSTOMERS

(FIRST OF TWO SESSIONS)

Wynn Montgomery, Manager, WynnMill Solutions, LLC

This session asks learners to identify who their customers are and what these customers want. Then it explores ways to ensure that these needs are addressed, looking at common pitfalls and

appropriate remedies. It closely examines the language of customer service; words that motivate and “killer” phrases to avoid. At the end of the session, each learner develops a personal action plan for improving service to his/her own customers.

6. PERFORMING UNDER COMMON MEASURES FOR YOUTH PROGRAMS

Rick Record, Executive Director, Rrecord Consulting Services

This session will provide an overview of the Common Measures for Youth Programs. You will review the operational requirements for each of the measures and look at what’s accountable vs. reportable. Furthermore, you will discuss Literacy and Numeracy implications and how they affect program design and service delivery options.

7. HOW TO SELL WORKKEYS® AND RELATED SERVICES TO EMPLOYERS

Dr. Denny Smith, Director of Testing and Assessment, Calhoun Community College

This presentation will assist community college providers who administer WorkKeys® and provide other related services. Participants will be provided information and given examples of other services that can be provided in conjunction with WorkKeys® assessments to increase revenues and provide additional training opportunities for participants.

8. GO FIGURE! HOW TO GET MORE GED CANDIDATES TO PASS THE MATHEMATICS TEST (FIRST OF TWO SESSIONS)

Dr. Ron Russell, Education Specialist, Alabama Department of Postsecondary Education

Participants will learn about the makeup of the mathematics test, how to develop effective instructional strategies and how candidates can avoid common mistakes.

9. BUSINESS OUTREACH: ADAPTING THE BUSINESS MODEL TO WORKFORCE DEVELOPMENT

Celina Shands-Gradijan, President / CEO, Full Capacity Marketing, Inc.

The demand driven vision puts the focus on business as a primary customer, and the emphasis to merge economic and workforce development agendas. But too much focus on funding streams and programs, and not enough on customer needs, has left many businesses less than enthused with the public workforce investment system. Participants will learn how to adapt a private sector business model that yields high results to meet customer expectations and improve perceived value of the Board and One-Stop services. The Customer-Centric Model will share real-world case studies from workforce investment areas that have shifted their focus to the needs of the business customer, and made the leap to creative partnerships with economic development agencies and education. The end result is positioning power that puts the public workforce investment system in a community leadership role. Participants will understand how to adapt this model to their community landscapes and establish return on investment metrics for monitoring their market position and impact in the business community.

10. MAKING THE BUSINESS CASE FOR WORKERS 50+

Emily Allen, Director of Workforce Programs, AARP

The face of the office is changing. By 2010, 1 in 3 workers will be over age 50. The 50+ workforce is a commodity for today's businesses and a business imperative tomorrow and beyond. Hear firsthand from national employers why the 50+ workforce has become important to their bottom-line, the value of this demographic to their businesses and how you can integrate more 50+ workers in your company.

11. MISSISSIPPI'S MOVE FROM TRADITIONAL TRAINING TO TRAINING FOR DEVELOPMENT

Dr. Jason Pugh, Associate Executive Director for Workforce, Career and Technical Education, Mississippi State Board for Community and Junior Colleges

This presentation will delve into the mechanics of workforce training in Mississippi's 15 public two-year institutions. In addition to a system overview, Mississippi's newly instituted funding stream (the Mississippi Workforce Enhancement Training Fund) will be discussed. The challenges associated with implementing the revenue stream will be discussed along with the ways in which the funding stream is moving the system from traditional training to training that promotes economic development. The presentation will conclude with a discussion of the scope of training undertaken and with a discussion of the ever persistent need to be accountable.

12. WORKING TOGETHER TO HELP INJURED VETERANS WORK

Peggy Anderson, Coordinator of Employer Development, Alabama Department of Rehabilitation Services; George Dunlap, Employment Coordinator, Department of Veterans Affairs, VRE Program; Robert Franks, Assistant Director, Department of Labor, "VETS" Program

A variety of government programs have come together collaboratively to implement best practices in helping newly injured veterans return to work or enter the labor market more rapidly upon their return from active duty. Learn more about how the local resources from the Department of Labor's Veterans Employment and Training Services (VETS) program, the Veteran's Administration's Vocational Rehabilitation and Employment (VRE) program, and the Alabama Department of Rehabilitation Services (ADRS) are combining forces to rehabilitate, train, and assist injured veterans, while better assisting the business community with return-to-work scenarios, so that these veterans can enter the labor market or return to their previous jobs.

13. IS YOUR CHEESE MOLDY?

Jeanine Boddie-LaVan, Consultant, Auburn University at Montgomery, Center for Government and Public Affairs

Take an introspective look at your individual attitudes and perceptions and their impact on change within your organization as we underscore the need for organizational change, identify the appropriate steps necessary to implement this change, minimize individual and group resistance, and ensure that the change results in improvement for the organization.

14. IMPROVING JOB SEARCH SKILLS

Wynn Montgomery, Manager, WynnMill Solutions, LLC

This session explores all aspects of a successful job search. It begins with a look at how to find out about job openings and how to learn more about those jobs. Learners then receive tips on how to develop a resume that will lead to an interview and how to prepare for and conduct an interview that will lead to a job offer. The interviewing segment includes an overview of career portfolios. The session ends with a quick look at how to keep a job.

15. PARTNERING ON ECONOMIC DEVELOPMENT: CREATING THE WORKFORCE ADVANTAGE

Dr. Sandra Hastings, President, Sandra Hastings Associates

Workforce development is one increasingly important element of a comprehensive community economic development strategy. The communities that have workers with the right skills and work ethics have a competitive advantage in attracting new businesses. Workforce Boards have a critical role in developing the needed skills of employed, unemployed, and emerging workers to attract new businesses and to retain and expand the businesses you already have. This session will show you how to build meaningful partnerships for economic development, help you decide which industry clusters you should target for maximum economic impact, and provide benchmarks and examples of how to convert your program operations into a demand-driven system for economic growth.

16. HELPING EMPLOYEES SUCCEED IN TRAINING PROGRAMS AT THE FARLEY NUCLEAR STATION USING WORKKEYS®

Carol Freligh, Instructional Technology Supervisor, Southern Nuclear Company, Farley Nuclear Station, Training and Emergency Preparedness Department

Farley Nuclear Station began using WorkKeys® assessments to determine the basic skill gap of employees who seek positions requiring technical training, such as in crafts and nuclear operations. Skill gaps are closed through the use of the KeyTrain® curriculum system. Using this process, more employees are being qualified for technical career paths, helping us to grow the skilled workforce we need to meet future demands. Come learn about our industry's challenges, our WorkKeys® implementation and current results.

17. THE GED ESSAY

Joe Macaluso, Coordinator, Adult Education and GED Testing Program, Alabama Department of Postsecondary Education

An overview of the essay writing process, the scoring rubric, and instructional tools.

18. GETTING EMPLOYERS INVOLVED IN JOB RETENTION

Jodie Sue Kelly, President, Cygnet Associates

Some of the most impressive gains in client job retention occur when employers are actively involved. Yet most agencies have a hard time selling the concept to the business community

and are treated as if the post-placement service is an annoyance rather than a service. We need to move away from “labor exchange” and toward “selling retention”. Performance standards almost require it. At this session, we will look at what services to promote, how to sell them and how to provide a valuable service. We will look at various options for providing post-placement services.

19. TESOL TIDBITS

Dawn Saint, Adult English as a Second Language (ESL) Instructor, Northeast Alabama Community College

A potpourri of practical and innovative classroom ideas for adult English as a Second Language (ESL) teachers gleaned from the many wonderful presentations at the 2006 TESOL convention.

20. INVESTING IN EXPERIENCE: ALABAMA'S 50+ WORKFORCE INITIATIVE

Joan Carter, State Director, AARP Alabama; Anna Merrill Pritchett, Associate State Director, AARP Alabama; Phyllis Kennedy, Director, Alabama Department of Industrial Relations; Irene Collins, Executive Director, Alabama Department of Senior Services

With record low unemployment, Alabama faces significant challenges in recruiting and retaining a skilled workforce. This session will examine the results of a recent AARP survey of Alabama employers as to how businesses are being affected by the aging workforce and to what degree it is being factored into their planning. It will also demonstrate a strategic framework of how this data will be used to promote the value of older workers by a statewide steering committee of workforce development and business leaders in Alabama.

21. WHAT IS THE ALABAMA TECHNOLOGY NETWORK (ATN) AND WHAT CAN IT DO FOR YOU

Brad James, Director, Alabama Technology Network, Thomasville

This presentation will provide the attendees an overview of the Alabama Technology Network and a description of how it satisfies its clients.

22. FEDERAL WEB-BASED TOOLS TO ENHANCE PERFORMANCE

Brad Sickles, Manpower Development Specialist, Employment and Training Administration, United States Department of Labor

This session will give participants an overview of technical assistance tools such as ETA's Performance Enhancement Project and the newly expanded Federal Research and Evaluation Database tools. Session attendees will learn how to use these tools to better understand how performance information can be used to spur conversations, partnerships and actions to integrate and improve services provided to business and job seekers.

23. WHAT EMPLOYERS ARE REALLY LOOKING FOR

Christie Sellers, Director of Workforce Development, Montgomery Area Chamber of Commerce

Does reading an employers job description in the classifieds really give you a good idea of what he is looking for? The answer is no. Learn to look beyond the classified ads and job descriptions and read between the lines to learn about what employers are really looking for in a long-term relationship with a new employee.

24. CUSTOMER SERVICE.GOV: DELIGHTING OUR INTERNAL AND EXTERNAL CUSTOMERS (SECOND SESSION)

Wynn Montgomery, Manager, WynnMill Solutions, LLC

This session asks learners to identify who their customers are and what these customers want. Then it explores ways to ensure that these needs are addressed, looking at common pitfalls and appropriate remedies. It closely examines the language of customer service – words that motivate and “killer” phrases to avoid. At the end of the session, each learner develops a personal action plan for improving service to his/her own customers.

25. DEMAND-DRIVEN LEADERSHIP: SIX STEPS FOR WORKFORCE AND ECONOMIC DEVELOPMENT ALIGNMENT AND PARTNERSHIP

Dr. Sandra Hastings, President, Sandra Hastings Associates

How are you responding to the need for workforce development within a changing economy?
Have you:

- Defined targeted industry clusters and key human resource challenges?
- Identified the most important occupations and skills needed to help your community stay economically competitive?
- Figured out the career pathways and talent pipelines that will help workers get ahead and businesses find the qualified workers they need?
- Gathered “workforce intelligence” to give businesses wise advice, provide meaningful career guidance to individuals, and act as the drive for program and service design?
- Communicated these key transformation drives and set the expectation and motivation for responsiveness?
- Developed an action plan with success measures?

This session will discuss each of these six important transformation steps and give recommendations to initiate or continue your alignment with demand.

26. HOW TO BECOME YOUR BEST SELF – REACH YOUR POTENTIAL

Beverly Rankin, Baptist Health

Do you feel like you are always in the “rat race” and that “one day when I have when they do when this happens etc. I will be happy”. It has been said that “even if you win the rat race ... you are still a rat”. Even if we are in a comfortable home and have a comfortable life, many of us are starving inside for inner peace, personal fulfillment, and joy. Come hear about taking your life as your center focus and living your dreams now.

In this session you will:

- a. Examine the definition of Self
- b. Begin to understand the dynamics of a purposeful and fulfilled life

c. Discuss the various building blocks to a happier and more peaceful life

27. A CLEAR PATH TO THE CAREER READINESS CERTIFICATE (CRC)

Sheila Boyington, President, Thinking Media; Dane Boyington, CTO, Thinking Media; Tom Trevor, Curriculum Director, Thinking Media

As the State of Alabama is in the course of adopting the Career Readiness Certificate (CRC) to certify applied workplace skills based on WorkKeys®, organizations throughout the state face the challenge of preparing individuals to acquire this valuable credential. Many Alabama organizations, including more than half of the community colleges, are already using the KeyTrain system for this purpose because of its ease of use and proven effectiveness. Come to this presentation to see hard data illustrating how KeyTrain has helped organizations and individuals across the country define a clear, concise, and efficient path to mastering the skills necessary for CRC achievement.

28. SELLING POST-PLACEMENT SERVICES TO CUSTOMERS

Jodie Sue Kelly, President, Cygnet Associates

The trend in workforce development programs is to provide services beyond placement yet many customers believe that when they get a job, the program is over. Nothing could be further from the truth. It's difficult to provide post-placement and advancement services to clients who don't see the benefits in them. Customers are difficult to find, don't return phone calls, and want job training staff to simply leave them alone. Come learn how to reposition your services so customers see the benefits, want to be involved beyond placement and stay involved. Get examples of techniques that you can use.

29. THE MUST OF MENTORING IN TODAY'S WORKFORCE

Sharleen Smith, Training Director, Alabama State Personnel Department

Workforce planning is a hot topic and should be implemented within each organization. The number of capable and available individuals within professional and technical career fields is shrinking, while the selection pool will remain limited for at least the next fifteen years. Mentoring is the most viable option for preparing existing employees to become leaders and filling gaps in the workforce. Mentoring is also designed to accelerate the training curve of new employees when hired. Several methods exist for an employer to achieve the success that mentoring employees offers. This seminar will examine the advantages of mentoring, the challenges it presents, the process of mentoring, and viable methods.

30. ALABAMA INTERAGENCY COUNCIL ON HOMELESSNESS

Sydney Hoffman, Interim Executive Director, Governor's Office of Faith-Based and Community Initiatives

This session will increase participants knowledge on homelessness in Alabama, current efforts at the state and local level to coordinate services, manage data and improve access to transitional and permanent supportive housing for the homeless in our state. The session will

also discuss the Interagency Council on Homelessness at the federal and state level and how the ICH works with the existing Continuums of Care.

31. STRESS MANAGEMENT

Beverly Rankin, Baptist Health

There has been much research conducted on the topic of stress over the last hundred years. Hans Selye was one of the founding fathers of stress management in 1956. Today there is much debate about the effects of stress. However, one fact runs true throughout all the research and that is that stress takes a toll on us physically, emotionally, mentally, and spiritually. Come and hear how to manage your stress, prevent stress, and perhaps cure your unhealthy stress.

In this session you will:

- Examine the causes of stress
- Discuss the effects of unhealthy stress, the silent killer
- Discuss the emotional disorders, which are caused by stress or exacerbated by stress
- Examine and discuss healthy ways to cope with stress

32. ENGAGING AT-RISK YOUTH IN THE CYCLE OF PROGRAM SERVICES

Rick Record, Executive Director, Rrecord Consulting Services

This session will emphasize the importance of implementing strategies to effectively engage youth participants in the cycle of program services. Practitioners will examine approaches to effectively manage caseloads and increase successful youth outcomes.

33. ENHANCING PERFORMANCE OUTCOMES FOR WIA ADULTS, WIA DISLOCATED WORKERS AND WAGNER-PEYSER ACT EMPLOYMENT SERVICES UNDER THE COMMON MEASURES

Lane Gregory, Manpower Development Specialist, Employment and Training Administration, United States Department of Labor

This session is designed for One-Stop Career Center staff, WIA staff, Wagner-Peyser/VETS employment services staff, program supervisors and administrators, Workforce Investment Board members and staff, and any other group who believes they can benefit from a better understanding of how to achieve enhanced performance outcomes for adult customers and programs. Session attendees will learn key concepts and definitions, how each performance measure is calculated, and how to improve performance outcomes.

34. THE ALABAMA CAREER READINESS CERTIFICATE

Sarah Horton, Career Readiness Certification Coordinator, Alabama Department of Postsecondary Education; Joe Macaluso, Coordinator, Adult Education and GED Testing Program, Alabama Department of Postsecondary Education

This session will provide information on the Alabama Career Readiness Certificate, which is a skill-based credential based on ACT's WorkKeys®. You will learn about WorkKeys®, the CRC

initiative and its benefits, and Job Profiling. This session also explains the roles and responsibilities of Adult Education in workforce development and the CRC Initiative.

35. ALABAMA JOBLINK

David White, Alabama JobLink Coordinator, Alabama Department of Industrial Relations, Employment Service

This session will present an overview of and demonstrate the use of Alabama JobLink (AJL) for workforce development case management and information sharing.

36. MOVING BEYOND JUST BUSINESS SERVICES ... BECOMING A BUSINESS CHAMPION!

Dr. Sandra Hastings, President, Sandra Hastings Associates

Most business representatives spend most of their time figuring out how to help businesses by offering quality business services – and that’s great! However, another potential (and important) role is to act as a champion for change within the one-stop system to ensure that services offered meaningfully respond to the real needs of the business community. Learn the role of the business representative as system and program change advocate, ways to ensure demand-driven services, how to turn what you learn into action, and specific steps you can take to become a “representative of business and not just a representative to business.”

37. THE METHAMPHETAMINE CRISIS

W. Tom Mihokanich, Program Director, New Choices, Inc.

Participants will learn about chemical dependency symptoms and the relationship to methamphetamine addiction. By using the science based model, attendees will also learn how drugs (methamphetamine) alter the brain.

38. IDENTITY THEFT BASICS – HOW TO PROTECT YOURSELF (SECOND SESSION)

Lieutenant Paul Logan, Jefferson County Sheriff’s Office

This session is designed to teach an individual how to protect their identity, how to monitor the use of their identity, how to report the theft of their identity, what to do if their identity is stolen, and how to correct it.

39. BUILDING CLIENT SELF-ESTEEM

Jodie Sue Kelly, President, Cygnet Associates

Many participants in workforce development programs suffer from low self-esteem which is one of the six major elements of motivation. Self-esteem can result in poor training performance, failing to get a job, and lack of growth in a job. People with low self-esteem often blame others for things that happen and thus become victims to external circumstances. At this session, you will learn specific techniques on how to build positive self-image, how to get participants to accept responsibility for their choices and how to help clients take control.

40. ARE YOUR GENERATIONS AT WORK SLIPPING THROUGH THE GAPS?

Sharleen Smith, Training Director, Alabama State Personnel Department

In today's workforce of 2006 and on, the strongest organizations create competitive advantage by building work cultures that recognize and appreciate a variety of perspectives, styles, and opinions – where differences are solicited, encouraged, valued, and utilized. A major component of today's workforce is the vast differences in employee generations. We have six, possibly seven, generations trying to work together which requires an open mind and an understanding of generations in order to engage the workforce for maximum productivity and service.

41. ASSESSING LEARNER NEEDS IN THE ADULT ENGLISH AS A SECOND LANGUAGE (ESL) CLASSROOM (PART 1)

Dawn Saint, Adult English as a Second Language (ESL) Instructor, Northeast Alabama Community College; Dr. Naomi Scales, Education Administrator, Alabama Department of Postsecondary Education

A hands-on session addressing a variety of ways to assess adult learner needs in order to determine class content and instructional practice. Participants should plan to attend both sessions and will be actively involved in small group activities discussing current research and different types of needs assessments, developing and interpreting these assessments, and applying these ideas to their individual situations.

42. PROCUREMENT

Wendy C. Spivey, Audit Manager, Alabama Department of Economic and Community Affairs

This session will include discussions related to procurement requirements promulgated by the federal regulations and Alabama Competitive Bid Laws, as applicable.

43. LET'S TALK BUSINESS: SERVING BUSINESS NEEDS

Rick Record, Executive Director, Rrecord Consulting Services

To generate repeat business from employers you need to step-out of the "comfort zone" of doing business as usual. You must modify your approaches to be more effective and efficient in "brokering" the service needs of employers. This session will provide you with strategies, tools and techniques to better respond to business needs, promote human resource services and increase workforce engagement.

44. EMERGENCY PREPAREDNESS FOR WORKERS WITH DISABILITIES

Teresa Holmes, Executive Director, Alabama Governor's Committee on Employment of People with Disabilities; Karen Carden, Coordinator, Mapping Access to Program Services (MAPS), Alabama Department of Rehabilitation Services; Graham Sisson, State ADA Coordinator, Assistant Attorney General

Learn to plan, develop and implement strategies and techniques to be prepared in the event of disaster in the workplace. Alabama has experienced recent disasters that make us keenly

aware that we need to be prepared to handle any emergency situation in regards to workers with disabilities in public and private business and industry.

45. GO FIGURE! HOW TO GET MORE GED CANDIDATES TO PASS THE
MATHEMATICS TEST (SECOND SESSION)

Dr. Ron Russell, Education Specialist, Alabama Department of Postsecondary Education

Participants will learn about the makeup of the mathematics test, how to develop effective instructional strategies, and how candidates can avoid common mistakes.

46. ALABAMA JOBLINK: RESOURCE ROOM AND BEYOND

Dan Burleson, Career Development Facilitator, North Alabama Skills Training Consortium; Amy Odom, Career Development Facilitator, North Alabama Skills Training Consortium

This session will explore using JobLink to find information on customers, perform case management and job search. It will include how to assist customers with updating JobLink resumes.

47. CHALLENGES OF ELECTRONIC RECRUITING

Peggy Anderson, Coordinator of Employer Development, Alabama Department of Rehabilitation Services

Discover the challenges that are faced by job seekers when the recruiting process involves on-line applications or use of kiosks. This session will cover the “bits and bytes” of the process and the critical follow-through, preparation for the application, follow-up afterwards, use of “keywords”, dealing with difficult questions, email responses, terminology, personal data sheets, timing, and unusual questions.

48. WORKFORCE DEVELOPMENT: THE RIGHT TOOL FOR RECRUITMENT

Susan V. Miller, Director, Workforce Development, Shelton State Community College

Community colleges are experiencing an increased demand to grow a higher skilled workforce within the community by developing programs that meet the unique needs of the non-traditional learner. This session illustrates how one community college successfully developed non-traditional training programs resulting in increased services and grew a unique student population. Adult education, targeted instruction, pre-employment and job-specific skill training are attracting a previously underserved segment of the region. This session will illustrate how Shelton State Community College through collaboration with agencies and business and industry has taken the leadership role in state driven adult education initiatives to implement real change.

49. DID YOU KNOW THAT IDENTITY THEFT CAN AFFECT YOUR COMPANY OR
PUBLIC SECTOR ORGANIZATION? (FIRST OF TWO SESSIONS)

Lieutenant Paul Logan, Jefferson County Sheriff's Office

This session is designed to teach managers, business owners, and others in related fields how identity theft can affect the operations of an organization or business. How to provide protection from identity theft, possible liability issues, government requirements as well as new trends (ex. Medical Insurance ID theft) will also be discussed.

50. ASSESSING LEARNER NEEDS IN THE ADULT ENGLISH AS A SECOND LANGUAGE (ESL) CLASSROOM (PART 2)

Dawn Saint, Adult English as a Second Language (ESL) Instructor, Northeast Alabama Community College; Dr. Naomi Scales, Education Administrator, Alabama Department of Postsecondary Education

A hands-on session addressing a variety of ways to assess adult learner needs in order to determine class content and instructional practice. Participants should plan to attend both sessions and will be actively involved in small group activities discussing current research and different types of needs assessments, developing and interpreting these assessments, and applying these ideas to their individual situations.

51. ALABAMA DISABILITY MENTORING DAY – DEVELOPING THE WORKFORCE OF TOMORROW WITH TODAY’S BUSINESS AND INDUSTRY

Teresa A. Holmes, Executive Director, Governor’s Committee on Employment of People with Disabilities; Megan Montgomery, Mobile Area Local Coordinator, Disability Mentoring Day; Richard Helling, Disability Mentoring Day Site Coordinator, University of Alabama Birmingham, Birmingham Disability Mentoring Day; Jim Donald, Birmingham Area Local Coordinator Disability Mentoring Day; Venus Franklin, Disability Mentoring Day Site Coordinator, Boeing, Huntsville; Vivian Brown, Disability Mentoring Day Site Coordinator, Social Security Administration; Roger McCullough, Disability Mentoring Day Site Coordinator, Jefferson County Personnel Board; Steve Turkoski, Workforce Development Director, Dothan Area Chamber of Commerce

The Alabama Department of Rehabilitation Services and the Alabama Governor’s Committee on Employment of People with Disabilities is the state coordinating entity for Disability Mentoring Day activities in the State of Alabama. Learn more about this effective activity that is extremely popular with business and job candidates alike. Students and individuals with disabilities are paired with employers to explore career interests and learn about the skills and abilities needed to succeed in selected career paths. With national guidance from the Office of Disability and Employment Policy (ODEP) and the American Association of People with Disabilities (AAPD), this movement is growing throughout the country. Alabama has experienced tremendous success in the past two years with business and industry volunteering to host mentors. Learn how to coordinate a local effort in your community.

52. WHO’S CHECKING ON YOU? BACKGROUND CHECKS AND EMPLOYMENT

Steve Simpson, Attorney, Alabama Department of Rehabilitation Services; Peggy Anderson, Coordinator of Employer Development, Alabama Department of Rehabilitation Services

In an effort to increase employee retention and deal with post-hire liability, pre-hire screening through a wide variety of background checks is now the law of the land for many employers.

Learn more about trends and techniques in better dealing with background checks on issues such as what gets checked, who does the checking, preparing for background checks, restrictions, and why they're done.

53. GETTING YOUR MESSAGE TO THE PEOPLE WHO VOTE
Phyllis Kennedy, Director, Alabama Department of Industrial Relations

This session will cover the basics of effective communications with lawmakers and elected officials at every level. Learn what works and what doesn't.

54. PERFORMING UNDER COMMON MEASURES FOR ADULT PROGRAMS
Rick Record, Executive Director, Rrecord Consulting Services

This session will provide an overview of the Common Measures for Adult Programs. You will review the operational requirements for each of the measures and look at what's accountable vs. reportable. Furthermore, you will discuss Adult program design and service delivery options.

55. ATTITUDE UNDER PRESSURE
Martha Ann Hill, Instructor, Shelton State Community College, Alabama Department of Postsecondary Education

Under any pressure these days? How's your attitude holding up? Stop living with epidemic behavior and a crisis management mentality. Learn techniques to help remain calm and collected in situations using simple techniques, including the 90/10 principle.

**56. DID YOU KNOW THAT IDENTITY THEFT CAN AFFECT YOUR COMPANY OR
PUBLIC SECTOR ORGANIZATION? (SECOND SESSION)**
Lieutenant Paul Logan, Jefferson County Sheriff's Office

This session is designed to teach managers, business owners, and others in related fields how identity theft can affect the operations of an organization or business. How to provide protection from identity theft, possible liability issues, government requirements as well as new trends (ex. Medical Insurance ID theft) will also be discussed.

57. APPLYING LABOR MARKET INFORMATION WITHIN ADULT EDUCATION
Greta Webb-Williams, Labor Market Analyst, Alabama Department of Industrial Relations

This session discusses how labor market information (LMI) can be used to drive program development in adult education as well as career counseling and exploring tools for students of adult education programs. Emphasis will be placed on using products available through LMI.