



CAREER DEVELOPMENT PROGRAM

REQUEST FOR INFORMATION

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The United Steelworkers of America and several steel corporations jointly administer the Career Development Program. It is designed to provide eligible workers with education and training services to assist them in their personal and professional growth and development. Funding for these programs has been provided by a contractual, negotiated fund, and eligible workers will attend these training programs on their own time. As such, the local joint committee governing this program is interested in providing eligible employees with high quality, interesting, and well-delivered training opportunities that are easily accessible and that address the interest and needs of the USW represented employees.

We request your facility to submit information to provide classes and to become a provider for the Career Development Program. Please note that each Career Development program is individual and approvals must come from each site. The following is an outline of information we need from you in order to establish an agreement for providing classes.

INFORMATION ABOUT SERVICE PROVIDER

Please supply the following information about your organization:

Name:

Address:

Contact Person:

Phone Number:

Fax Number:

Type of provider: (college, university, private or public institution, proprietary school, not-for profit corporation, consulting firm, etc.)

Institutional accreditation and/or affiliations

Past experience in providing services

Provide PROOF OF LIABILITY INSURANCE

TRAINING PROGRAM DESCRIPTION

Curriculum - Course Description and an outline covering topics and material for each week

Class Length - Include how many weeks, hours per week and times to be taught.

Location - Please indicate where the class will be held.

Dates - Proposed dates you will run the class.

Budget Information

Please list the following costs:

1. Instructional cost: \$ _____
2. Supplies and Materials \$ _____
3. TOTAL COST PER PARTICIPANT: \$ _____
4. Cost of Equipment (if any) to STUDENT: \$ _____.

Basic Skills - 4 of the following 14 basic skills must be covered in your class. You must tell us which ones will be taught in your class and how that skill is used. The form to use to describe these skills is on the next page. Please use one form per skill.

- ~ Learning to learn
- ~ Reading
- ~ Writing
- ~ Computation
- ~ Listening
- ~ Problem Solving
- ~ Oral Communication
- ~ Creative Thinking
- ~ Motivation
- ~ Interpersonal skills
- ~ Negotiating Skills
- ~ Team Work
- ~ Leadership
- ~ Information Technology

BASIC SKILLS WORKSHEET

Choose 4 of the 14 points which will be developed in your course. Use one page per point.

TITLE OF COURSE: _____

Length of Course: _____

Instructor: _____ **Today's Date:** _____

SKILL: _____

What specific sub skill is taught? _____

How will you teach it? (List Activities) _____

How will you evaluate the success of this lesson? _____

Why is this an important skill? And how does this apply to other learning experiences? _____
