

First Draft

TRAINING, INC. NATIONAL ASSOCIATION

A REPORT ON ACTIVITIES AND EVENTS

From May, 1986 - May , 1987

Prepared by

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May 14, 1987

TRAINING, INC. NATIONAL ASSOCIATION
730 Broad Street, 6th Floor
Newark, New Jersey 07102

TI 5 YEAR VISION

NATIONAL
REPLICATION

CORE
PROGRAM

LOCAL
COLLABORATIONS

INTERCHANGE

STAFF DEVELOPMENT

LOCAL PROGRAM ENHANCEMENT

PROGRAM EXPANSION

Viable FINANCIAL BASE

BROAD APPLICATIONS OF TRAINING, INC. METHODS

TRAINING, INC. NATIONAL ASSOCIATION

Report Outline

- I. Replication
 - A. Training, Inc. National Association
 - B. National Planning Meetings
 - C. Technical Assistance for New Site Start-Up
- II. Interchange
 - A. Quarterly Newsletter
 - B. Annual National Conference
 - C. Curriculum Documentation
 - D. Computer Connection
- III. Staff Development
 - A. Trainer Training
 - B. Conferences and Workshops Attended
- IV. Local Program Enhancement
 - A. National Profile
 - B. Events
 - C. Expanded Curriculum Offerings
- V. Funding
 - A. Fund-Raising Event
 - B. Start-up Funding
 - C. Public Relations Materials
 - D. Graduation Speakers

TRAINING, INC. NATIONAL ASSOCIATION
The Year At a Glance
May, 1986 - May, 1987

The following is a summary of some of the events and activities that have taken place since the Annual Staff Conference held at Starved Rock May, 1986. The report uses the categories of the Five Year Vision from the May Meeting which include: Replication, Interchange, Staff Development, Local Program Enhancement/Expansion, and Funding/PR.

I. REPLICATION

A. Training, Inc. National Association

The Training, Inc. National Association was incorporated on April 3, 1987. The 501 (c) (3) status is currently being requested. Office space, equipment, and telephone have been contributed by Training, Inc. Newark. Cash contributions totalling \$2,250 have supported TI National related travel and supplies.

B. National Planning Meetings

Five meetings have been held with representatives from several sites:

- 1) June 1, 1986 in Chicago, Illinois
Primary Focus: Implementation Planning following the Annual Staff Conference
Attending: Jan Ames (DuPage); Mary Ann Wainwright, Deborah Owens, Delores Johnson, and Judy Montgomery (Chicago); Shirley Mueller (FCBC); Judy Appenfelder (Sellersburg); Sheila Maguire (Newark); Jackie Speicher (Indianapolis); and Carol Walters.
- 2) December 12-14, 1986 in Newark, New Jersey
Primary Focus: Strategic Planning for TI National.
Attending: Jan Ames (DuPage); Mary Ann Wainwright, Delores Johnson, Deborah Owens, Judy Montgomery (Chicago); Jackie Speicher, Anita Gibson (Indianapolis); Ed Feldmanis (Sellersburg); Elsa Bengel, Joyce Palmer, Jim Kilgore (Boston); Sheila Maguire, Phyllis Hockley (Newark); Sherry Greenwald (Washington, D. C.); and Carol Walters.
- 3) January 29-31, 1987 in Boston, Massachusetts
Primary Focus: First Draft of Bylaws for TI National.
Attending: Jackie Speicher (Indianapolis), Elsa Bengel, Joyce Palmer (Boston), Sheila Maguire (Newark); and Carol Walters.
- 4) March 20-21, 1987 in Chicago, Illinois
Primary Focus: Licensing Contract for new sites.
Attending: Jan Ames (DuPage); Mary Ann Wainwright, Judy Montgomery (Chicago); Jackie Speicher (Indianapolis); Elsa Bengel (Boston); Judy Appenfelder (Sellersburg); Sheila Maguire (Newark); and Carol Walters.

B. National Planning Meetings Continued

- 5) May 7-8, 1987 in Chicago, Illinois
 Primary Focus: Planning for Annual Staff Conference
 Attending: Joyce Palmer (Boston); Anita Gibson (Indianapolis); Delores Johnson (Chicago); Beret Griffith (Newark); Jo Haberbeck (DuPage); and Juanita Millea (Sellersburg).

C. Technical Assistance for New Site Start-up:

Training, Inc. Newark

Training, Inc. Newark set-up team members (Sheila Maguire, Phyllis Hockley and Beret Griffith) spent time as trainers at Training, Inc. Chicago and Indianapolis during the Spring of 1986. Site visits were made to Training, Inc. Boston and Training, Inc. DuPage. TI Newark opened on September 8, 1986. Shirley Mueller, Jackie Speicher, Anita Gibson facilitated the first week of Trainer Training in Imaginal Education. Audrey Smith and Marti Miles-Severance teamed up to provide the second week of Trainer Training Curriculum Specific Training. Carol Walters was on hand for week one and Lester Hill technical assistance. Sandy Moore (Boston) provided technical assistance on job search strategies. Jackie Speicher and Anita Gibson (Indianapolis) led the end of cycle evaluation.

Training, Inc. Washington

Training, Inc. Washington, D. C. start-up activities began with a team of three: Sherry Greenwald, Marie Sharp and Susan Craver. Sherry participated as a trainer for a full cycle at Training, Inc. Indianapolis in order to get familiar with the curriculum. Marie spent several weeks training in Indianapolis as well.

Technical assistance trips to Washington and Site Visits to other sites to date include:

October 6-10 --Carol Walters and Jackie Speicher met with the TI team to do strategic planning. They also met with staff from the National 70,001 Office in Washington to do research related to establishing the TI National Association.

December 10-11 --Sherry Greenwald, Marie Sharp and Susan Craver made a site visit to Greater Boston YMCA Training, Inc.

February 1-3 --Carol Walters participated with set-up team in initial conversations with potential education sponsor--University of DC. Carol also met with the Director of the national office for OAR in Washington continuing research for the TI National Association.

Training, Inc. Washington Continued

February 20 --Five staff persons from the University of DC along with Sherry, Marie, and Susan made a site visit to Training, Inc. Newark.

March 11-13 --Carol Walters attended and spoke at the Wine and Cheese Reception for the TI Washington Advisory Task Force. This trip included a lunch meeting with Senior Policy Analyst, Morgan Doughton, at the White House Executive Office Building to introduce Training, Inc. National and review the current status of welfare legislation and its anticipated impact on job training. A report was given at the March Director's Meeting in Chicago.

April 10-12 --Carol Walters met with TI team to plan next steps following submission of their JTPA funding proposal.

Training, Inc. Pittsburgh

Training, Inc. Pittsburgh has had a very active Set-Up Advisory Task Force. The sponsor for TI Pittsburgh is the YWCA of Greater Pittsburgh. Proposals have been submitted to the local PIC for 1987-88 funding.

Members from the Pittsburgh Advisory Task Force have made site visits to Training, Inc. Chicago, Indianapolis, and Boston.

A technical assistance trip was made to Pittsburgh from March 31-April 2. Carol Walters met with the Advisory Task Force and representatives of the YWCA. The status of funding proposals and staffing options were discussed.

Training, Inc. Daytona Beach

The former Chairman of Training, Inc. DuPage's Board of Directors recently retired from Eastman Kodak and made his winter home in Florida. Joe Jiloty spent time during this past winter stirring up interest in Training, Inc. Daytona Beach. The PIC chairman is interested in possibly involving Daytona Beach Community College, the YMCA, the Chamber of Commerce and someone from the Business Development Corp. in a meeting next Fall.

Training, Inc. Milwaukee

Deborah Mosely (a Training, Inc. staff member for one year in 1975) was interested in starting a Training, Inc. in Milwaukee. Recently, however, Deborah decided to move to San Diego. She is still interested in starting a Training, Inc. and may look into one for the San Diego area after she gets settled.

II. INTERCHANGE

A. Quarterly Newsletter

"TRAINER TALK" began this year. Collection of materials and mailing for the quarterly newsletter has been done by Training, Inc. Chicago. Judy Montgomery has produced and distributed the newsletter three times this year.

B. Annual National Conference

The Annual National Conference is scheduled for September 24-25, 1987. A creative and exciting brainstorm of ideas and suggestions for the next conference began at the National meeting in December in Newark.

A task force chaired by Joyce Palmer (Boston) met in Chicago May 7 & 8 to continue the planning.

The site selection committee (Jo Haberbeck and Deborah Owens) located the Lake Lawn Conference Center at Lake Geneva, Wisconsin.

C. Curriculum Documentation

During May and June 1986 Carol Walters and Phyllis Hockley (Newark) documented Training, Inc. curriculum at Training, Inc. Indianapolis.

The product was a first draft of the curriculum in 10 three-ring binder notebooks and a set of 6 cassette tapes with curriculum demonstrations.

Additional curriculum materials were collected in the Fall and Carol worked from November 10-22, 1986 at Training, Inc. Indianapolis to include these in the manuals. Copies of the new materials were distributed at the December meeting.

Copies of the curriculum notebooks were made available to each site.

II. INTERCHANGE Continued

D. Computer Connection

Training, Inc. sites are now working toward an electronic message/information/conferencing system which will be called TINET.

David Greenwald (Washington, D.C) offered to provide technical assistance in this project at the December Planning Meeting.

TINET would make the following interchange possible:

- | | | |
|-----|---------------|--|
| 1. | MESSAGES | Send messages between staff |
| 2. | CONFERENCING | Conferences on specific topics |
| 3. | FILE TRANSFER | Sending documents to other staff |
| 4. | CALENDAR | The master calendar of events |
| 5. | NEWSLETTER | Copies of all newsletters |
| 6. | MAIL LIST | The master staff mailing list |
| 7. | BIBLIOGRAPHY | A bibliography on staff |
| 8. | FILE CABINET | Documents and newsletters, etc. |
| 9. | TABLE OF CON | A summary table of contents of everything herein |
| 10. | INDEX | A cross reference index |

Training, Inc. Newark and the National Association Office are now on-line and ready to communicate with any site who purchases a modem.

David's charges for setting up and maintaining our system will be nominal. He gave two reasons for contributing his valuable services in this area: "I think Training, Inc. is a great program and very much needed in America. Second, I want to establish a few customers for this as a new electronic TRASAR SYSTEM business venture; first customers always get a big price break!"

III. STAFF DEVELOPMENT

A. Trainer Training

Two Trainer Training Courses were held this year:

*** Training, Inc. Newark--The eight new staff members for Training, Inc. Newark were present for a two week course in August. (Course outlines below).

*** Training, Inc. Chicago--Several members of the staff teams in Chicago participated in a three day construct for Trainer Training as a staff in-service program.

ICA CONSULTANTS		TRAINER TRAINING in IMAGINAL EDUCATION				June 1986
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
OPENING	Introduction Conversation	Cleaning the Rooms of Perception	Activating the Kinesthetic Body	Contacting Body Wisdom	Vocations Conversation	
PRESENTATION	Imaginal Education	Presentation Building	Evaluation Spin	Life Curriculum	Training Style	
WORKSHOP	Charting Method	Creating Presentations	Training Delivery	Curriculum Building	Problem Solving Workshop Design	
OPENING	Training, Inc. Slideshow	"Grab Hold of Today"	ANYTHING CAN HAPPEN	Pedagogical Humor	"The Global Brain"	
PRESENTATION	Life Method	Training Plans		Training Journey	Corporate Faculty	
WORKSHOP	Conversation Method	Training Plan Creation		Trainer Counselling	Reflection/Evaluation	

Training, Inc. Newark		TRAINER TRAINING Week 2 Launching the Curriculum-Specific Training				August 4-10, 1986
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY/SUNDAY	
Where We Have Been What's Ahead	Training, Inc. in the Eyes of a Trainee	Newark: Beginning to Build the Story	An Exercise in Taking Care of Myself	Creating A Symbol of Our Future	MOVING	
CURRICULUM PREPARATION Reports	CURRICULUM PREPARATION Reports	WORKSHOP Trainee Recruitment	CURRICULUM PREPARATION Reports	WORKSHOP Site Decor		
Lunch	Lunch	ANYTHING CAN HAPPEN!!	Lunch	Lunch		
WORKSHOP 14-Week Career Development Timeline	WORKSHOP Problem-Solving with Trainees		WORKSHOP Additional Methods for Caring for Trainee and Staff Spirit	PREPARATION for MOVING into the new SPACE!		
Closing	Closing	CURRICULUM PREPARATION Closing	Closing	Closing		

III. STAFF DEVELOPMENT Continued

B. Conferences and Workshops Attended:

The following is a partial list of Conferences, Workshops, and Seminars Training, Inc. staff have participated in during the past year:

Training, Inc. Chicago

YMCA Training Events:

Master Training Related to Employee Orientation
 Personal Excellence Seminar
 Women in the "Y"--2 day retreat
 Career Development Program (National YMCA)
 Mayor's Office of Employment and Training Seminar
 Women in Charge Conference
 In-House Sessions (Chicago)

 All Staff In-Service (Aug. 6-7) on Leadership
 All Staff In-Service (Sept. 25-26) on Imaginal Education
 Three day Trainer Training in November
 Cortez Peters Typing Championship Workshop
 Multimate and Lotus Training
 Proposal Writing Workshop through C. Stone Foundation
 Management Skills for Secretaries and Admin Assistants
 Adult Instructional Management (Loyola)
 TV Studio Production (Documentary Skills)
 National Alliance of Business National Conference
 United Way Seminars on--Supervisory Skills; Organizing Skills;
 Time Management; Performance Appraisals; Recruiting and
 Selecting Board Members; Budgeting; Problem Solving and
 Self-Development.

Greater Boston YMCA Training, Inc.

National "Y" Conference on Hispanics in the "Y" (San Antonio)

Training, Inc. DuPage

Women in the "Y" Retreat
 Conference Planning and Management
 Staff In-Service on "Philosophy of Life and Art Form Method.

Training, Inc. Newark

League of Women Voters Statewide Conference: "Meeting Basic
 Human Needs" (Graduate spoke from client point of view)
 International Association of Personnel Women National Conference
 "Managing the Urban Labor Force--Untapped Human Potential"
 Joint workshop Sheila Maguire and VP Human Relations, Blue
 Cross-Blue Shield.

Training, Inc. Indianapolis

Team Building Seminar; How to Help Relax and Visualization
 Techniques for Test Taking Seminar; Corporate Cultures
 Conference; Lacey Series on Community Leadership Development;
 Women in Work Conference--Department of Labor
 Indiana Adult Education Association; Business Women's Initiative
 Seminars; and United Way--Not-for-profit Accounting Systems.

IV. LOCAL PROGRAM ENHANCEMENTA. National Profile:

TRAINING, INC. TRAINEE PROFILES 1986

Categories	Boston	Newark	DuPage	Chicago	Indy	Totals	%
HS Diploma	73	34	57	212	123	499	89.91%
No HS Diploma	24	1	18	0	13	56	10.09%
Male	12	2	2	34	5	55	9.91%
Female	85	33	73	178	131	500	90.09%
18-21	19	8	9	30	61	127	22.88%
21-35	44	17	40	140	70	311	56.04%
35-55	31	10	21	34	3	99	17.84%
55+	3		5	8	2	18	3.24%
Black American	24	28	15	178	82	327	58.92%
Caucasian	24	0	43	6	53	126	22.70%
Hispanic	19	4	4	23	1	51	9.19%
Other	30	3	13	5	0	51	9.19%
Single (child -5)	38	9	28	78	53	206	37.12%
Single (child 6-18)	48	11	22	100	34	215	38.74%
Single with Children	86	20	50	178	87	421	75.86%
# Enrolled	97	35	75	212	136	555	100.00%
# Graduated	86	34	63	181	121	485	87.39%
# Placed	72	30	57	131	113	403	83.09%

B. Events

The following is a list of events that took place this year:

Training, Inc. DuPage--Above and Beyond Benefit Dinner Dance
 Training, Inc. DuPage--Career Guild Picnic
 Training, Inc. Indianapolis--Fifth Anniversary Event
 Greater Boston YMCA Training, Inc.--Third Anniversary Event
 Greater Boston YMCA Training, Inc.--Advisory Board Retreat
 STEP, Sellersburg--STEP Reunion Pot Luck Dinner
 Training, Inc. Newark--Grand Opening Open House

IV. LOCAL PROGRAM ENHANCEMENT Continued

D. Expanded Curriculum Offerings

GREATER BOSTON YMCA TRAINING, INC

Training, Inc. programs include:

1. Full-Day Office Skills --Fourteen weeks, Monday through Friday, 9:00 a.m. to 4:00 p.m. Includes Typing, Bookkeeping, Office Procedures, Word Processing, and Job Search Skills. Three cycles per year.
2. Pre-Training --Monday through Thursday, 12:30 p.m. to 3:45 p.m. Tuesday through Thursday, 5:30 p.m. to 7:30 p.m. Review of Math and Language skills. Flexible entry dates.
3. Basic Office Skills (Evening) --Fourteen weeks, Tuesday through Thursday, 5:30 p.m. to 7:30 p.m.
 - A. Clerical/Typing/English
 - B. Bookkeeping/Calculator/Math
 - C. Job Search Skills
 Three cycles per year.
4. Upgrade Training --Twelve weeks, Thursdays, 5:30 p.m. to 7:30 p.m. Advanced Typing, Language, and Word Processing. Three cycles per year.

STEP SELLERSBURG, INDIANA

STEP has introduced a 6-week Computerized Accounting Course.

Part I. (2 weeks)

An introduction to basic accounting concepts and practices necessary to enable trainees to make the transition into a simplified computerized accounting course.

Part II. (4 weeks)

Hands on experiences and practical applications necessary to train people in modern office procedures involving the use of the computer.

Prerequisites: HS diploma or GED; 10th grade or above on TABE test; 30 wpm typing, and some introductory course to computers.

IV. LOCAL PROGRAM ENHANCEMENT Continued

D. Expanded Curriculum Offerings Continued

TRAINING, INC. CHICAGO

Training, Inc. Chicago has created a 16-week evening Introduction to Date Entry Course.

The trainee acquires skills in fast accurate entry of data on a CRT, Knowledge of computer terminology and basic components, experience with basic accounting and data entry activities. The Course sections include:

- Introduction to Keyboarding
- Secretarial Accounting ("Compulink Accounting Clerk Packet")
- Office Procedures
- Business Communications
- Career Development
- Business Math
- Getting and Keeping a Job

The course requires 256 hours.

TRAINING, INC. INDIANAPOLIS AND CHICAGO

Both Training, Inc. Indianapolis and Chicago have expanded to 48 persons per cycle in their day-time programs. There are still training groups of 12 per department.

Information on scheduling and staffing requirements for this design are available through these two sites.

V. FUNDING/PRA. Fund-Raising EventTraining, Inc. DuPage Dinner & Dance Benefit

The Training, Inc. DuPage Dinner and Dance Benefit event netted nearly \$10,000 (1/3 of this year's private sector budget).

The event included the following components:

1. An Emcee (host for local TV talk show)
2. Co-Chairs (the Governor of Illinois and an influential local business man)
3. Awards
4. Guest Speaker (Popular football play with Chicago Bears)
5. Raffle Drawings and Door Prizes
6. Silent Auction and Fur Auction
7. Dancing
8. Proclamations from the Governor and several mayors

B. Start-up Funding

The successful national twelve-year track record has proven to be very helpful to new sites raising first year start-up funds.

First year private funding for Training, Inc. Newark totalled \$141,950.

Victoria Foundation	\$75,000
Hyde & Watson Fdn	10,000
Prudential Fdn	35,000
AT&T	5,000
NJ Bell	2,000
Beatrice Co.	1,250
Bishop James UMC	1,000
Individual Donations	12,700

C. Public Relations Materials

"I Can Fly" Article in YMCA Discovery Magazine
 1986 Program Report, Greater Boston YMCA Training, Inc.
 Newsletters--DuPage "Training Ink"
 Chicago "Training Transom"
 Boston "Stepping Stones"
 Newspaper Articles (all sites)
 Photograph Album with pictures from all sites
 National Association Flyer
 Governor Thompson's "Training, Inc. Day" Proclamation
 Videos: Spots in 4 videos in Boston (by YMCA, TI,
 Mayor's Office for Jobs and Community Services and
 United Way); 1 video in Newark (New Jersey
 Commission on Hunger)
 Foundation Reports: Victoria Foundation Report

V. FUNDING/PR Continued

D. Graduation Speakers

Graduation Speakers this year have included:

Training, Inc. DuPage: Peter H. Huizenga, V. P. and Secretary Waste Management, Inc.; Gregory L. Coler, Director of Illinois Department of Public Aid; James R. Stange, State Representative, 44th District.

Training, Inc. Chicago: R. Wayne Anderson, V. P. Human Resources, Amoco Corporation; Vicent J. Serritella, Regional Vice President, National Alliance of Business; Gregory L. Coler, Director Illinois Department of Public Aid.

Training, Inc. Indianapolis: Judy Muessig, Regional Director, Adia Temporary Personnel; Mamie Harrington Townsend, Founder and Director, Auntie Mamie Day Care Centers; Dr. Gene Sease, President, University of Indianapolis.

Training, Inc. Boston: Doris Bunte, Administrator, Boston Housing Authority; John McElwee, President and CEO, John Hancock Insurance; Carol Goldberg, President and CEO Stop and Shop Corporation.

S T E P, Sellersburg: Dick Riely, Director Human Resource, Blue Cross Blue Shield, Louisville, Kentucky; Tiny Barthol, Circuit Court Judge.

Training, Inc. Newark: Michelle Ralph-Taylor, Director, Mayor's Office of Employment and Training, Newark; Donald Mann, Chairman, Newark Private Industry Council.

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