

March 18, 2008

In conjunction with the Workforce & Education Summit on March 24th, and the Innovation Valley's ongoing workforce development efforts, we are gathering information pertinent to current education and training programs offered in the region. We are writing to you with an important request that you help us identify the training needs that your organization currently experiences and the way in which your organization meets those needs, through internal training programs, internships, apprenticeships, etc.

Attached is a data form on which you can outline your organization's training needs and offerings in the areas of secondary and post-secondary programs. This instrument is designed to be easy and quick, while also allowing room to provide adequate detail and explanations.

Please take a moment to complete this form then return it to us as soon as possible via the information provided at the bottom of the form. Please attach any available information about your programs or provide websites where we can access additional information.

Thank you for your participation,

Ahna A. Estes

Workforce Development Manager

Workplace Education / Training Opportunities

Business:

Location:

Please Describe Opportunities Provided to Current Employees

(Complete all that apply, If you need additional room to adequately describe your programs, please feel free to describe on a separate piece of paper or send additional materials relating to these programs)

PROGRAM	# OFFERED	DETAILS SUCH AS LENGTH OF PROGRAM, WHO MAY ATTEND, APPLICATION PROCESS, COST TO EMPLOYEE
Apprenticeships		
Employee Mentoring		
Employee Training		
Tuition Reimbursement		
<i>Other(specify)</i>		
<i>Other(specify)</i>		

Training Opportunities Provided to the Future Workforce

(Complete all that apply, If you need additional room to adequately describe your programs, please feel free to describe on a separate piece of paper or send additional materials relating to these programs)

PROGRAM	# OFFERED	DETAILS SUCH AS LENGTH OF PROGRAM, WHO MAY ATTEND, APPLICATION PROCESS, COST TO EMPLOYEE
Internships and/or Co-Ops		
Student Mentoring		
Student Tutoring		
Guest Lecturers for Schools		
<i>Other(specify)</i>		
<i>Other(specify)</i>		

Are these programs meeting your workforce needs? Please answer yes or no and then explain:

Please return via fax to: Ahnna Estes 865/523-2071

Or email to: aestes@knoxvillechamber.com

Or mail to: Ahnna Estes

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