

Regional Training Coordinator Summary
Regional Planning Unit (RPU): Bay Peninsula
LWDBs within the RPU: San Francisco, NOVA/San Mateo, San Jose, San Benito

Regional Training Plan approach (why and how trainings were selected).

The Bay Peninsula Regional Planning Unit (RPU) consist of four (4) Local Workforce Development Boards (LWDBs) – San Francisco, NOVA/San Mateo, San Jose, and San Benito. The initial Regional Training Plan was created through an assessment that was spearheaded and coordinated through the California Workforce Association (CWA). The region experienced some transition of staff and a new Regional Training Coordinator (RTC) was designated. The new RTC revisited the Regional Training Plan and determined that staff and management had different professional development needs in comparison to what was listed in the prior training plan. The RTC requested that the training plan be modified to support the new direction/approach the region was taking to address staff, partners and management's needs. The Bay-Peninsula RPU unanimously decided to utilize the available funds for professional development that allowed individual to attend and learn through conferences and meetings. The RTC coordinated the permissions, reservations, setup for most trainings, acted as an intermediary between the State Board and the RPU, informed and marketed the trainings to the RPU, LWDBs and AJCC staff as well as management. The trainings were provided online via webinar and in-person on multiple topics to help fulfill the professional development needs identified by the regional staff and management.

Innovative trainings provided and successes as a result of capacity building effort.

Initial trainings offered to staff and partners:

- Performance Accountability & Guidance
- Understanding Labor Market Information
- WIOA101 for America's Job Center of California (AJCC) staff
- Fiscal & Financial Training
- WIOA 101 for WDB Members and Leadership

After re-evaluation of training plan, the RTC sought to provide staff exposure and opportunities to attend conferences and/or meetings they had not been able to attend in the past.

- National Association of Workforce Boards (NAWB) Conference in Washington DC, March 24-27, 2018
- CWA WorkCon 2018 Training Conference, San Diego, May 2-4, 2018
- Business Engagement Training, Sacramento, July 26, 2018
- CWA Meeting of the Minds, September 4-7, 2018
- CWA Boot Camp 2018-19 (December 12, 2018 & March 5, 2019)
- Youth @ Work Conference, Long Beach, January 22-24, 2019

Additional trainings held throughout the region are:

- Department of Rehabilitation (DOR) Windmills Disability Etiquette and Awareness Training on September 25, 2018
- DOR Working with Individuals with Hidden Disabilities, including Mental Health Disabilities on October 24, 2018
- DOR Self-Disclosure of Disability and Related Barriers – How to Address on October 25, 2018
- The Bay Peninsula mini-grants was used to collaborate with SPR to conduct consulting work and staff trainings to expand the Bay Peninsulas knowledge base concerning apprenticeships.
- Youth @ Work Conference, Long Beach, January 22-24, 2019
- EDD Traveling Disability Resource Coordinator Training on January 30, 2019 @ the San Jose AJCC

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<ul style="list-style-type: none"> • DOR's Serving Customers with Disabilities Training on March 14, 2019 @ the San Jose AJCC • 2019 Building Workforce Partnerships Conference in San Diego March 5-7, 2109 • NAWB The Forum in Washington D.C. March 23-26, 2019 • CalJOBS Activity Codes • On The Job Training • Program Services Report • New Stakeholders webinar for program and referral information • All Youth Working: A Forum on Engagement and Inclusion • Social Impact Analysis Staff Development Workshop • San Francisco Government Alliance on Racial Equity Training Introductory Course • California Government Alliance on Racial Equity Training • CEMETS Summer Institute on Vocational Education and Training (Apprenticeship), California Delegation • Interactive Workshop on Cross-Cultural Communication • San Francisco Adult Probation Recovery Summit
What has happened as a result of these trainings? ie. Collaboration, stronger partnerships, staff has greater mastery of a subject, career pathways for workforce staff have been developed, etc.
<ul style="list-style-type: none"> • Trainings included staff and management from 3 RPUs – Bay Peninsula, East Bay, Coastal and Partners • Workforce staff and partners were provided exposure and opportunities to attend conferences and/or meetings they had not been able to attend in the past. • The trainings provided by DOR and EDD on the topic of serving persons with disabilities – Windmills Training (Disability Etiquette and Awareness Training), How to Address Self-Disclosure - proved to be invaluable for the AJCC staff, management, and our partners in the RPU • Some of the trainings also included staff from Santa Cruz and Monterey counties from the Coastal RPU. • The AJCC and WDB staff engaged the EDD Capacity Building Unit trainers in spirited conversations regarding the processes in CalJOBS. • The total number of trainings provided was approximately 19 and the total number of staff, partners, etc. trained was approximately 150. • Staff have been cross trained on each other's services.
Lessons Learned regarding coordinating regional training in coordinator (RTC) role; Significant challenges encountered.
<ul style="list-style-type: none"> • Turnover in the RTC position required staff to step into the execution phase of the grant without being a part of the initial ramping up for the initiative. • Buy-in regarding a training plan from the entire RPU and its members is paramount to the success of the initiative. • RTC had to make sure the training topics were relevant and available within the realm of various government agencies – for example DOR, EDD Capacity Building Unit, etc. • Communication, communication, communication! Since different levels of staff and management from different LWDBs were involved, communication was a major challenge throughout the project.

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- Strong support from the State Board and CWA staff was critical to the RPU's success.
- Confusion distinguishing between multiple training initiatives and opportunities.
- CWDB Technical Assistance provided to new RTC assisted with getting training back on track.
- It is important for the RTC to be cognoscente of the multiple LWDB systems within the region.
- The region identified that having a dedicated RTC/staff was essential to the goal of providing training for the RPU due after clearing up the confusion and questions regarding the role of the RTC, the efficacy of the position, the total fund allocation of the RPU, and how the funds could be utilized.

Request Received from Staff and Partners

- Staff really enjoyed the opportunity to learn, enhance skills, gain knowledge, and attend events that they otherwise would not have been given an opportunity to attend/experience.
- The State Board played a critical role as a liaison between EDD, DOR and the RTC to secure trainings that are relevant to the customer service provided at all AJCCs.
- Though this RPU did not utilize a lot of paid trainings, the State Board proved vital to making connections with training providers and negotiating contracts.
- Usually, it is difficult to make the right connections with the State agencies and training providers, both of whom provide trainings that are essential for AJCC staff.
- The role of the State Board as a filter for trainings and training providers and as a conduit to reach the right people in State agencies is crucial and necessary for all future RTC/Training efforts.