

**Community Needs Assessment on Workforce Training and Continuing Education**

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**From:** "Joel Montgomery" <joelmonty@usa.net>**To:** "Jim Allen" <Manager@dekalb.org>, "Oregon Chamber-of-Commerce" <ococ@oregonil.com>, "Kelly Chrissie" <kchrissie@cityofdekalb.com>, "Dixon Chamber-of-Commerce" <dchamber@essex1.com> Kelly Chrissie Fax 1-815-748-2359

Hi, Jim, Marcia, Kelly, and John,

Yesterday I either spoke with you or left you a message about the Community Needs Assessment on Workforce Training and Continuing Education project.

John was out of the office last week and just getting back. Marcia, Kelly, and Jim all had lots going on as well.

To move the project along and to make it easier for us to work together quickly, I have made a draft survey based on the ideas I posted to the discussion page of this web site:

<http://drm-resources.wikispaces.com/message/list/Community-Needs-Surveys>.

(Note page change <http://drm-resources.wikispaces.com/message/list/Community-Needs-Assessment>)

You can take the draft survey at this web site:

<http://drm-resources.wikispaces.com/Community-Needs-Surveys>

(Note page change <http://drm-resources.wikispaces.com/Community-Needs-Assessment>)

We can divide the survey into four parts with 10 questions each so that people responding will not be overwhelmed. We can also, after we brainstorm together, adapt some questions to be more multiple choice rather than free answer--that makes it easier to work with the data when it comes in, though it reduces the flexibility of working with the data.

As a memory refresher, the goal of the community needs assessment is to identify current (and near-future) needs within the community for workforce training and continuing education. We need to gather data from as many employers as we can in the community. Once the data is compiled, we can make it available to Kishwaukee College for use in their planning for a new Center for Workplace Training and Continuing Education. Organizations who work to get employers to complete the surveys can share in the data that is collected.

At present, I am funding the expenses for this project--though I have a limited budget. I will need help in distributing the surveys to employers. Employers should include city and county government, not-for-profit organizations,

agriculture, business services, construction, education, health care, Internet, retail, technology, transportation, wholesale, and any other ones we can come up with.

I'd like for us to set up a collaboration meeting (in person or via teleconference or Internet meeting--on Wiki, for example), this week if possible so that we can go over the concepts, revise the surveys, and develop plans for getting surveys to employers.

Ideally the survey will be done on line, though printed copies can be made and, if we have lots of people filling out paper surveys, we may need help with data entry.

If your e-mail "bounces," I'll send this to you by Fax. This way everyone receives the same message.

Please call or send an e-mail when you have had a chance to review these materials and let me know how and when you would like to talk more about this.

Joel Montgomery

Together we make a difference. Juntos hacemos la diferencia.

Joel Montgomery, Ed.D.

630-639-7337 (cell); 866-689-9883 (fax)

e-mail. [joelmonty@usa.net](mailto:joelmonty@usa.net); [joelmonty1@gmail.com](mailto:joelmonty1@gmail.com) (mobile e-mail)

<http://www.joelmonty.net> (web)

<http://drm-resources.wikispaces.com> (project wiki)

<http://joelmonty.wikispaces.com> (business wiki)

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