

2006-2007

Strategic Goal: Enhance internal and external communication within the department by centralizing communication with various training programs and gathering research on important program information. Recognize staff for positive contributions to the team and create an updated marketing "toolbox" for the STE staff to use for recruitment events.

Action Steps	Action Leader	<i>Jul-06</i>	<i>Aug-06</i>	<i>Sep-06</i>	<i>Oct-06</i>	<i>Nov-06</i>	<i>Dec-06</i>	<i>Jan-07</i>	<i>Feb-07</i>	<i>Mar-07</i>	<i>Apr-07</i>	<i>May-07</i>	<i>Jun-07</i>
Develop committee purpose statement and designate committee chair(s)	Team				X								
Prioritize purpose and focus of committee to determine feasibility of tasks	Team					X							
Research and collect program marketing materials	Team					X	X	X					
Discuss marketing ideas (budget) with Operations Team	Kris					X							
Consult with marketing/graphic arts regarding ideas for marketing toolbox	Team							X					
Create marketing tools and purchase display board	Team								X	X	X		
Consult with Mary about website regarding current status and future plans	Terry					X							
Research and discuss conflict resolution resources to enhance internal communication	Dick/Team					X	X						
Increase links to other KCC websites to increase visibility for Skills to Employment	Team						X	X	X	X	X	X	
Recognize staff contributions and performance	Team					X	X	X	X	X	X	X	X

Bethany Parker, Co-Leader, Terry Fratella, Co-Leader, Kris Armstrong, Dick Lesan, Dave Jacoby, Julie Luck, and Cindy McMahon

Personnel:

Success Indicators: