

CAREER ENHANCEMENT

Function

The Career Enhancement function exists to ensure that professional development opportunities are offered to PACT™ members on an ongoing basis. One of our core values as an organization is to promote professional growth through exposure to high quality programs, networking and educational opportunities. Career Enhancement focuses on educational opportunities – both formal and informal. Career Enhancement is also responsible for monitoring inquiries sent to pact@pactweb.org and responding to Training Specials and Career Enhancement requests.

Career Enhancements Procedures

Various procedures have been established to ensure the efficient operation of the Training Specials function. These procedures are documented on the following pages.

Career Enhancement Calendar

Collect and design an ongoing calendar of career development/enhancement opportunities for PACT members, both local and national. Work with local and national organizations for discounted rates for PACT members. Set up reciprocal agreements. Post this updated calendar on the PACT website on an ongoing basis.

Monthly Training Specials

The Monthly Training Specials function exists to help ensure that high-quality training courses are available to PACT™ member companies. All activities related to the Training Specials function are the responsibility of the Career Enhancement Chair, who may delegate to the Training Specials List Coordinator. The following sections describe this function in more detail.

Policies and Practices

The following policies and practices have been established to guide the Training Specials function:

- You must be a PACT™ member to list classes in the Training Specials listing.
- Classes are listed on the website for the current and two upcoming months. For example, in March, classes will be for dates in March, April and May.
- Current Practitioner members of PACT™ may list any course they are hosting in the PACT™ newsletter, offering their internal rate to PACT™ members.
- Current Vendor members may list up to 10 classes total.
- The class start date determines the month in which it is counted. For example, if the class dates are 3/31 through 4/1, the class is counted as a March class.
- Offerings can include classroom courses, synchronous on-line training events, self-paced e-learning courses or other blended learning opportunities.

CAREER ENHANCEMENT

- PACT™ members must be given a discount of at least 10% over the regular published class prices for any class that vendor members wish to have included in the newsletter. (Vendors may choose to extend this discount to include all of their classes as a courtesy to PACT™ members.) The Training Specials List Coordinator must confirm that PACT™ members are given a discount of at least 10% over regular published prices.
- PACT™ members must request the PACT™ discount when registering for Training Specials classes listed in the newsletter. PACT™ members may inquire as to whether or not a vendor has extended the discount to all of their classes; this should not be assumed.
- PACT™ may sponsor a training special offering if it meets a need for the PACT™ membership. The Career Enhancement Chair must seek Board approval for these offerings. The Career Enhancement Chair may coordinate these offerings or delegate this responsibility.

The membership will be surveyed to provide input to the Training Specials effort. This survey will be conducted at the discretion of the Career Enhancement Chair.

Identify and train a back-up person to cover Training Specials List Coordinator duties when the Training Specials List Coordinator is unavailable.

Monthly Training Specials Listing

A list of all Training Specials opportunities is included on the PACT™ website in the Member's Only section each month. It is the responsibility of the Training Specials List Coordinator to compile this listing and send it to the PACT™ Website Editor on or before the third Friday of each month and in a format determined by the Editor.

Training Specials list information should be sent in spreadsheet format to the Training Specials List Coordinator by noon on the Wednesday following each PACT™ meeting. For each class listed, the following information must be supplied:

- Company
- Contact Person's Name (to register or for more information about the class)
- Contact Person's Phone Number
- Class Title
- Location / Delivery
- Specific Date(s) of the Class
- Price of the Class for PACT™ Members

Hyperlinks may be added to the following 2 fields on the spreadsheet:

- Class Title – hyperlink to a course description page within vendor company website
- Contact Person's Name – hyperlink to e-mail address of contact person

CAREER ENHANCEMENT

Career Development Opportunities

The Career Enhancement Chair provides career development opportunities to PACT™ members or member companies. The following sections describe this function in more detail.

National Conference Discounts

The following associations have offered PACT™ member companies discounts in the past :

- Training Magazine Conferences – contact Vicki Bloomquist 952-929-7194 blom@prodigy.net (2007)
- ISPI – contact Marketing at ISPI (202) 408-7969 x108
- Maise Center - contact Elliot Maise through emasie@masie.com

Learning Opportunities

- Using feedback from PACT™ membership, work in collaboration with Program to identify and coordinate learning opportunities for the membership at a discounted rate.
- An opportunity can be: proposed by a vendor; requested by a member; or located by Career Enhancement Chair.
- Proposed course content, cost analysis, etc must be approved by the PACT™ Board. It is recommended that approval take place at least 6 month prior to the proposed event to allow adequate time for promotion.

PACT SPONSORED WORKSHOPS

Workshop Procedure

Organize 2- 3 PACT sponsored workshops per calendar year.

- 1) Collaborate with Program (if appropriate) to negotiate a cost with provider.
 - a) Use excel workshop to calculate fixed and variable expenses and vendor sponsored costs covered.
 - b) Work with presenter on terms – (example) expenses but shared net revenue .
 - c) Determine workshop price based on member feedback, committee feedback and cost analysis to minimally break even after expenses are paid.
- 2) Sign contract with vendor including Executive Board signature.

CAREER ENHANCEMENT

- 3) Determine needs/room requirements.
- 4) Solicit for host site.
- 5) Host receives 1 or 2 free seats, depending on cost analysis.
- 6) Work with Treasurer to determine appropriate payment procedure. Identify Board member or committee member to perform Registrar Duties at event.,
- 7) Key contact for registration.
- 8) Affiliate Member (ASTD, STC, ISPI) pricing is determined by Career Enhancement Chair at some discounted level.
- 9) Marketing brochures and enrollment documents will be sent to points of contact with Affiliate Member organizations.
- 10) Keep list of students.
- 11) Send invoice in advance to allow time for processing.
- 12) Collect fee.
- 13) Payments should be received prior to workshop.
- 14) Checks must be made payable to PACT™.
- 15) Checks are given to Assistant Treasurer .
- 16) Pay vendor.
- 17) Use PayPal on website for credit card collections. Work with webmaster to build and publish to website.
- 18) Promote workshop events at PACT meetings, email blasts to members (work with membership chair), brochures, and newspapers (work with communication chair) and with affiliate association contacts.

Special Interest Groups (SIGs) & Other Committees

Special Interest Groups (SIGs) and other committees have become important functions of PACT™. Their purpose within PACT™ is to allow the membership to pursue topics/causes that are of interest via sub-groups of PACT™. The start-up, structure, and dissolution of these groups is relatively simple to allow flexibility. (See the PACT™ Bylaws for more information on the start-up, structure, and dissolution of SIGs.) More information about existing SIGs and other committees follows:

Previous SIGs

- Computer Based Training -- 1981 (estimated) - 1984 (estimated)
- Micro Computer -- 1985 (Estimated) - 1992
- Mainframe -- 1990-1992.
- Community Service -- 1988-1990
- Retooling -- 1993-94

CAREER ENHANCEMENT

- Retooling Your Career -- 1994
- Speaker's Bureau -- 1998
- Skills Management Process -- 2000-2001
- Microsoft Office SIG – 2000-2002
- Book Club – 2003
- Instructional Design SIG
- Training Manager's SIG

Celebrations

As a part of each business meeting and newsletter, PACT™ members have the opportunity to share professional accomplishments. Members may submit celebrations to be read by the Chair or share them during a dedicated time just prior to the speaker's presentation.

Procedures for Celebrations

- Provide a blank form on each table at the monthly meeting
- Request participants to complete forms and place in a designated area
- Read aloud prior to the speaker's presentation or let the person who submitted it read it themselves.
- Collect, type and submit celebrations for publication in the web site.

Since the goal of celebrations is to congratulate **members**, only those announcements that include specifically-named PACT™ members will be read and included in the newsletter. This is to prevent any unfair advertising by vendors' or practitioners' businesses.

Career Enhancement Committee

- Locates personal development opportunities appropriate for PACT™ members.
- Maintains upcoming conferences list.
- Creates and maintain seminar list (specifically FREE) for all delivery mediums including Instructor-led, web-based, synchronous, etc.
- Negotiates discounts with non-PACT™ vendors.
- Negotiates discounts for conferences.
- Searches for and shares “what’s new and what’s cool” - recruiting members of PACT™ to contribute.
- Coordinate PACT™ learning opportunities, including vendor negotiations, scheduling, registration, billing and evaluation.
- The goals of the Career Enhancement Committee include:

CAREER ENHANCEMENT

- Increase personal development opportunities for the membership.
- Create a structure that allows for repeatable cost savings.
- Partner with Program to coordinate opportunities for the greatest cost savings at the highest benefit.
- Develop and publish a calendar of upcoming events 6-9 months in advance.