

## **Role of the Motlow State Community College Economic & Community Development Office**

- Provide business and industry with customized, on-site training.
- Offer open-enrollment training courses to the public.
- Act as a “Knowledge Center” for workforce training, employee development questions, and as a one-stop-shop training resource.
- Visit existing companies and industries on a regular and continual basis to stay in tune with workforce requirements, and assist in evaluation of workforce development issues.
- Provide materials, and other support in the recruitment of new or expanding industries.
- Publish an ECD Workforce Development Newsletter, which also supports the WIA Tech Prep program, and news from our sister institutions – the TN Technology Centers.
- Form partnerships with other colleges and state agencies to offer meaningful training, and to find the right resource for any question a business or industry may require.
- Attend Industrial Board meetings, Chamber of Commerce functions, civic club meetings, and various social events to remain current with local activities.
- Provide facilitation for company off-sites in areas of strategic planning, manufacturing support, technical assistance, and other management functions.
- Provide transition programs for companies who are downsizing or laying-off workers, provide resume writing, job interviewing, coping with change skills, and offer education paths for new job skills. Our training is specific; however, it is also transferable.
- Support company requests for on-site credit classes when demand is sufficient.
- Offer state-of-the-art facilities and services for conferences, meetings and other training opportunities.
- Maintain the ECD web site to educate the public on resources and successes.
- Assist in the Community Leadership Development programs within the service area, and promote the Governor’s Three-Star program.

The Economic and Community Development office offers many unique benefits to the 400+ businesses and industries operating within our 11-county service area of middle Tennessee. We provide pertinent, relevant, and real-world training and workforce development courses, delivered by the best instructors available for the requested topic. The wide-range and diversity of classes we offer are well received as evidenced by the large number of attendees. We are the area's local training and education resource. Motlow College has four campus locations, plus our ECD office has continual contact and presence in each community we serve.

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