



## Soft Skills Committee Meeting Agenda

Date and Time: June 13, 2018, 9:00 a.m. – 11:00 a.m.

Location: CareerSource Brevard Boardroom, 297 Barnes Blvd., Rockledge

Call – In Number: 321-394-0707

Roll Call and Introductions – Megan Cochran

Career Source Brevard Soft Skills Grant – Foy Staley

- Progress Update
- Surveys

Soft Skills Updates from Our Educational Partners

Florida Skills Gap and Job Vacancy Data –Megan Cochran

- [http://lmsresources.labormarketinfo.com/skills\\_gap/index.html](http://lmsresources.labormarketinfo.com/skills_gap/index.html)
- Basic Computer Skills Training Link: <http://support.skillscommons.org/showcases/open-courseware/dev-ed/basic-computer-skills-course/>

Employee Soft Skills Development – Megan Cochran

- Reliability and time management – more than defining the standard, are we equipping with the ability to plan, communicate and problem solve?

Employer Leadership Development

- Recap of Hiring for Attitude: Recruiting Best Practices (Presented By: Stacy Lowman)
- Review of Nursing Assistant Job Descriptions

Next BHWC meeting is scheduled for August 28, 2018

- Meeting Recommendations

New Discussion Items – All

Review Action Plan and Update

Next Meeting (Wed) July 18 or (Thurs) July 26, 9am- 11am

Adjourn