



Soft Skills Committee Meeting Agenda

Date and Time: December 11, 2019, 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

Updates from Committee Partners – All

Skill Building Focus Should Strengthen Industry Identified Soft Skills – Megan Cochran

- Fundamentals of Healthcare Competency Model
<https://www.careeronestop.org/CompetencyModel/competency-models/fundamentals-of-health-care.aspx>
- Behavioral Based Expectations Survey <http://takeaimbrevard.com/wp-content/uploads/2017/07/Behavioral-Based-Expectations-Survey-080217.pdf>
- Florida Skills Gap and Job Vacancy Data
http://lmsresources.labormarketinfo.com/skills_gap/index.html

Create a Strategy to Strengthen Healthcare Employee Soft Skills Competencies

- Supervisory Level Employees – Michelle Burke
 - Talent Management Workshop Proposal
 - <http://takeaimbrevard.com/wp-content/uploads/2019/12/Ahhh...HEAR-Talent-Management-Systems-Summary-Talk.pdf>
 - <http://takeaimbrevard.com/wp-content/uploads/2019/12/Ah...HEAR-Talent-Management-Retention-Program-Description-002.pdf>
 - Planning
 - Location, date and time options – Sheryl Cost
 - Event and break out exercise volunteers – Michelle Burke
 - Pre and Post Survey? – Megan Cochran

- Food sponsor, breakfast, snack or lunch? – Megan Cochran
 - Event marketing
- Entry Level Employees – Megan Cochran
 - Train the Trainer Event with WIN Soft Skills
 - Schedule the event after the Talent Management Workshop

New Discussion Items – All

Next Meeting Date –