
Report Basic Structure

Introduction

- Acknowledgments
- Background
- The Project Team Members
- Table 1 Initial Project Team
- The Rationale

Process

- Focus Groups
- Individual Interviews
- Worksite Tour

Data Analysis

- A. How Essential Skills are Used on the Job
 - Table 2 Essential Skills Identified
 - Table 3 Other Skills Identified
- B. Perceived Need for Training
 - Table 4 Workplace Changes that Required Retraining or Enhanced Skills
 - Table 5 Future Changes that May Require Further Training
 - Figure 1 Readiness for Change
- C. Program Implementation
 - Table 6 Possible Barriers to Course Participation

Conclusion

- Program Recommendations
 - Table 7 Program Recommendations
 - Table 8 Proposed Long-Term Project Team
- Summary

Appendices