

# Workforce Development Management System

The WDMS consists of the organization’s demographic information, education and outreach efforts and the 11 Key Components of a workforce development program. All of these are confidential; no organization-specific information will be shared. ABC will aggregate the data to determine collective workforce development trends, and this information will become part of ABC’s annual WDMS data analysis, a member benchmarking tool.

The purpose of the WDMS is to provide members with a tool to self-evaluate their current workforce development programs and identify opportunities for improvement. The member’s workforce development program is important, and likely woven into many existing processes and procedures. This creates complexity, and care should be taken when implementing WDMS recommendations. Making improvements to a workforce development program should be planned, scheduled, implemented, evaluated and modified.

Creating the best possible workforce development program that will meet the needs of your organization is not a race to the finish line. Do not attempt to make all WDMS recommended improvements at once. Implement a few recommendations, evaluate the outcome, and when the organization is comfortable and ready, implement a few more.

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## Frequently Asked Questions About the WDMS Program

### Who should participate in the WDMS?

WDMS is a workforce development benchmarking and improvement tool. ABC encourages each participant to engage as many employees as possible in the process. Where possible, consider using a workforce development committee or a randomly selected and diverse sample of employees. For each of the 11 Key Components of Workforce Development, groups can either work on reaching a consensus or results can be averaged. Having more participants in the evaluation process will result in a truer assessment of your workforce development program and a more comprehensive look at areas for improvement.

### Is there an award for completing the WDMS?

Members that participate and show continuous improvement each year will receive a digital graphic indicating the year of participation for use on social media, proposals and marketing materials.

### When is the WDMS documentation due?

Utilization of the WDMS is at the organization's convenience. There is no specific due date, and the application may be submitted to ABC National any time throughout the year.

### Is there a fee to participate in WDMS?

There is no fee for WDMS participation.

### How do I submit my WDMS?

All paper WDMS applications should be submitted directly to ABC National, [mongeau@abc.org](mailto:mongeau@abc.org), for review and processing. Online WDMS applications will be reviewed and processed by ABC National upon submission. Fill out the online application at [abc.org/WDMSapp](http://abc.org/WDMSapp). Note: The online application is under construction and is not currently available.

### How do I submit a WDMS application if my company has several locations or business units?

You should prepare one WDMS submission that includes company-wide workforce development efforts. A separate WDMS submission may be completed if a child company or business unit has a workforce development program that is specific to it.

### If my company is not a contractor, can it participate in the WDMS?

Yes! The 11 Key Components of the WDMS can be used as an improvement tool for any workforce development program.

### Is the information submitted in my WDMS application confidential?

Yes. The information contained in each WDMS is viewed only by ABC staff and is kept strictly confidential. ABC does not disclose any company specific WDMS information. ABC accumulates aggregate data through the process to determine collective workforce development trends, and this information becomes part of ABC's annual WDMS data analysis, which serves as a member benchmarking tool.

### Does ABC National keep a copy of the application?

ABC National retains copies of all paper WDMS submissions for a period of five years and then destroys them. Information from all online applications is stored in ABC National's database in perpetuity.

### Who do I contact if I have questions?

Contact Timothy Mongeau, director of workforce development at (210) 253-0056 or [mongeau@abc.org](mailto:mongeau@abc.org).

# How to Complete the WDMS Application

## Section 1: Organization Demographic Information

- **Company name:** Enter the name of your company as it appears in the ABC chapter membership record.
- **Address and City/State/Zip:** Enter the mailing address of the company location for which this document is being submitted.
- **Contact Name:** Enter the name of the person completing the WDMS document. (Generally, this person should be the company's primary workforce development contact for this location.)
- **Email:** Enter the email address of the person completing this WDMS document. Future WDMS correspondence will be sent to this email address.
- **This Application and Data Represent:** Check the first box if this application and data covers your entire company. Check the second box if the application and data apply to a specific child company or business unit.
- **Annual Work Volume:** Enter the total work hours for your organization.
- **Annual Revenue:** Enter the total revenue earned in dollars for the last calendar or fiscal year.
- **Headcount Information:** Enter the total number employees. Craft is your company's craft employee headcount. Craft Supervision is your company's headcount of leadmen, foremen, general foremen and superintendents. Safety Professional is your company's headcount of employees filling a safety role.
- **Percentage of Work Performed by Location:** Indicate the approximate percentage of your company's work that is performed within the specified distances of the company address listed on the application (total must equal 100 percent).
- **Percentage of Contract Work Self-performed:** Indicate the approximate percentage of your company's annual contract work that is performed by company employees and the percentage that is contracted/subcontracted out (total must equal 100 percent).
- **Work Type:** Indicate the approximate percentage of your company's work that has been completed according to CSI code (total must equal 100 percent).
- **Scope of Work:** Indicate the approximate percentage of you company's scope of work that has been completed by CSI code (total must equal 100 percent).

## Section 2: Organization Education and Outreach Efforts

### WDMS Craft Education

- Place a checkmark in the box next to each option you use for your company's workforce development.

### Outreach Efforts

- Place a checkmark next to each option you use for outreach.

- Indicate whether your company would be willing to coach/mentor other companies in how to identify, approach and implement outreach opportunities.
- If your company is willing to act as a coach/mentor, indicate the point of contact's name, phone number and/or email address.

## Section 3: 11 Key Components of a Workforce Development Program

After completing the 11 Key Components of a Workforce Development Program section of this document, record the individual subscores for each of the 11 components in their respective boxes in this section. The highest attainable subscore for each Key Component is 3.

Any subscore less than 3 indicates an opportunity for improvement in that Key Component. To determine your total score, average the subscores and enter this number into the Overall Score box. The highest possible overall score is 3.

## Section 4: Company Certification

**Print Name/Title/Signature:** Print your name and title and sign on the appropriate lines. Note that this person MUST be the person responsible for workforce development at the organization.