

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 self-assessment may be submitted to ABC National any time throughout the year. However, if the organization intends to participate in Accredited Quality Contractor the self-assessment must be submitted by no later than the last week of October. It is recommended that you submit the self-assessment earlier to ensure there is ample time to complete the Accredited Quality Contractor application.

Also, it is important to note, the data submitted for the self-assessment should always be for the previous year.

Is there a fee to participate in WDMS?

There is no fee for WDMS participation.

How do I submit my WDMS?

All WDMS self-assessments will be submitted through the WDMS web portal. Online WDMS self-assessments will be reviewed and processed by ABC National upon submission. Fill out the online self-assessment at abcwdms.org.

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 self-assessment 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 self-assessment?

Information from all online self-assessments 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.

How to Complete the WDMS Self-Assessment

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.
- **Headcount Information:** Enter the total number employees. Craft professional is your company's craft employee headcount. Field supervision and leadership 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.
- **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

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.

Education

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

Engagement

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

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.