

# TOOLS OF THE TRADE: A LEARNING RESOURCES CATALOGUE FOR WORKFORCE PROFESSIONALS

at [www.alx.org/wfd.html](http://www.alx.org/wfd.html) on



*Tools of the Trade: A Learning Resources Catalogue for Workforce Professionals* includes 850 descriptions of courses, books, web sites, reports, and sample materials designed to help Workforce Investment staff and partners learn what they need to know to do their jobs. The information is available on a web site hosted by America's Learning eXchange (ALX), a new tool in America's Career Kit.

To access *Tools of the Trade*, point your web browser to [www.alx.org/wfd.html](http://www.alx.org/wfd.html). Along with a searchable database of 850 resources and 170 providers, you will find a complete One-Stop Competencies Matrix that defines the tasks, skills, and knowledge identified for each of 12 One-Stop Skill Clusters. It includes instructions for using the Competencies Matrix as the basis for developing organizational and individual training plans.

*Tools of the Trade* offers an easy and convenient way to:

- Find curriculum and other learning resources in the public domain that you can use or adapt, and locate providers that offer the learning opportunities you want
- Search for training designed to reflect the Workforce Investment Act, or other topics, using keyword searches
- Use the One-Stop Competencies Matrix to determine your learning needs and design a training plan
- Connect with others who have experience in developing training resources for One-Stop staff

**Questions?** For general questions, or to order a print copy of *Tools of the Trade*, contact Alisa Tanaka at Technical Assistance and Training Corporation, (202) 408-8282 or [tanakaa@tatc.com](mailto:tanakaa@tatc.com).

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