

# One-Stop Capacity Building Product Description

**Instructions:** *Please copy this form and complete a separate version for each product you submit.* Return the form(s), and direct questions, to **Alisa Tanaka, Technical Assistance and Training Corporation, 2409 18th Street, NW, Washington, DC 20009-2003;** (phone) 202-408-8282 x234; (fax) **202-408-8308**

Name of Product:

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Date Produced: \_\_\_\_\_ Date Updated: \_\_\_\_\_ or Expected Completion Date: \_\_\_\_\_

## Type of Product:

- Course     Participant Manual     Trainer Manual     "How-to" Manual or Desk Aid  
 Book     Video     CD ROM     Other Software Application     Internet/Web Site  
 Directory or Catalogue     Sample of Materials (e.g., a marketing plan)  
 Other (please identify) \_\_\_\_\_

**Description of Product:** (e.g. "This product is intended to provide X staff with information about Y," "This product is intended to train X staff in Y.")

*Please attach curriculum, sample, or product description*

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**Intended Outcomes:** (e.g. "After reading X, staff should be able to Z.")

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## Target Audience

The following are a comprehensive "universe of skills" that may be needed in any given One-Stop. To which of these skills clusters is the product targeted? (*check as many as apply*)

**Core Knowledge skills that all staff need** (e.g. team building, time management, etc.)

### Skills related to providing direct services:

- Individual/Job-Seeker Service     Resource Specialist     Labor Market Specialist  
 Employer Service     Career Specialist

### Managerial/Administrative Skills:

- Administration (includes management, leadership and MIS)     Fiscal  
 Public Outreach/Marketing     Program Planning/Design  
 Professional Development (of staff)     Supervision

**About the Product:**

Is the product designed for *state* or *local* One-Stop staff, or is it appropriate for *both* groups? (*circle one*)

Was it developed specifically for the One-Stop context (i.e., to support the integration of workforce development services)? *Yes No* (*circle one*)

Was it developed for a *particular One-Stop Center or System* or as a *more general resource*? (*circle one*)

Is the product *public domain* or *proprietary*? (*circle one*)

This product *costs*: \$\_\_\_\_\_ *total* or \$\_\_\_\_\_ *per* \_\_\_\_\_ (e.g. \$40 per unit, credit hour, participant, etc.)

*How long* is this product, or the training or instruction associated with this product? \_\_\_\_\_ *hours* or *pages*

What, if any, *procedures are required for accessing/reproducing/delivering* this product? (e.g., licensing, copyright compliance, etc.)

\_\_\_\_\_  
\_\_\_\_\_

**Contact Information:**

Individual completing this form (*for clarification purposes only*):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

This product was *developed by* (name, address, phone, fax, email):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It can be *obtained from*: (*name of contact person*, address, phone, fax, email):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following web site contains:    o information about how to obtain this product  
  o the product itself

Web site URL: \_\_\_\_\_

***Suggested additional contacts for this project in your state or region:***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title/Organization \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Title/Organization: \_\_\_\_\_