



# Welcome to Workforce

## Part 1 – On-boarding and Foundation

*Welcome to Workforce*, Part 1 – On-boarding and Foundation begins with your employer's orientation, an introduction to the NCWorks Training Center, and a quick overview of the system's philosophy for service delivery.

**Human Resources Orientation** – Standard human resources information is provided by the employer of record for each staff person and delivered in accordance with the employer's approved process, usually within the first 30 days of hire. This includes any required forms, signatures, benefits, equipment and system access, and similar items. **See your supervisor** or you organization's HR Department for details.

**Introduction to the NCWorks Training Center** – All training components for your professional development are provided by the NCWorks Training Center and are available to all staff through the online Training Registration and Information Network (TRAIN). To access *Welcome to Workforce* training components, new staff members will need to set up their TRAIN profile as part of their orientation to work.

A short introductory video is accessible in the Message Box on the landing page of the site. Just go to [www.ncworkforcetraining.com](http://www.ncworkforcetraining.com) and click on *Welcome to Workforce: Introduction to the NCWorks Training Center*.

**Introduction to Integrated Services Delivery (ISD)** – It is critical that each staff person become familiar with the Integrated Services Delivery (ISD) model as early as possible in their employment. This is especially useful for staff who provide services in the NCWorks Career Center, but an understanding of ISD is beneficial for all staff as it forms the system's foundational philosophy of service delivery. (More details are covered in Part 3: Basic Skills.) See below for specific course information.

Each supervisor is responsible for ensuring this introduction to the ISD model as it is implemented locally, including shared accountability and functional leadership comprised of the designated One-Stop Operator and/or center manager.

Training course for Part 1 – One introductory course is listed here and is accessible on TRAIN under the *Welcome to Workforce* tab. The course will appear on your training transcript upon completion. For convenience, this page can be printed and used as your personal checklist.

*Introduction to Integrated Services Delivery*