



Human Resource Division
Office of Training and Development
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ADULT LEARNING OPPORTUNITIES

The Office of Training and Development Human Resources Division at Virginia Commonwealth University assists employees who seek information about adult learning opportunities. There is little or no cost for instruction and course materials in many cases. Eligibility requirements apply for some agencies. If the Office of Training and Development can answer any additional questions, please call.

Information is divided into three areas: community agencies; county public school education systems; and colleges and universities. Courses and training are offered in diverse areas of interest. These include:

- Reading Improvement
- Writing Improvement
- GED Preparation and Testing
- Industrial Occupational Training
- Career Planning
- Computer Technology Training
- English as a Second Language (ESL)
- Vocational Training
- Management Development
- Tuition waivers/reimbursement

COMMUNITY AGENCIES

1. Capital Area Agency Training Consortium (Federal Employment Program)

Henrico County: 5420 Williamsburg Road (804) 226-1941 or 226-0885

Chesterfield County: 7231 Whitepine Road (804) 271-8510

Contact: Roslyn Keys, Director

Areas: Job search assistance • identify marketable skills • job listings • job fairs • skill assessments • on-the-job training • support services (counseling, computer software, fax and copy machines, Internet) • programs for older workers, youth and veterans • specific household income levels required • residency in one of the following surrounding counties: Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, or Powhatan

2. Fresh Start Job Development and Training Program

1624 Hull Street (804) 231-4449

Contact: Sandra Sykes, Program Director

Areas: Job training • assessment and evaluation • computer training • collaborates with other community organizations and the public school systems

3. **Garfield Childs Memorial Fund Tutorial Program**
436 Calhoun Street Calhoun Recreation Center (804) 780-4841
Contact: Ben Murray, Interim Program Director
Areas: adult computer classes • keyboarding • Microsoft Office 97

4. **Goochland Fellowship and Family Service**
3001 River Road West (804) 556-6260
Contact: Donna Goff, Executive Director
Areas: Tutors for individual and confidential help for adult non-readers • math • training • job skills • family counseling and parenting skills • van transportation provided

5. **The Read Center**
1605 Monument Avenue (804) 353-1587
Contact: Amy Conrad, Executive Director
Karen Curling, Program Services Director
Areas: Tutors work with adults to improve reading and writing skills • special interest classes in spelling and math • locations in Richmond, Hanover and Chesterfield

6. **Richmond Career Advancement Center**
201 W. Broad Street, Suite 100 (804) 780-4146
Contact: Vinceretta Henderson, Executive Director
Areas: Job search assistance for youth and adults • vocational assessment • vocational skills training

7. **Richmond Technical Center**
2020 Westwood Avenue (804) 780-6237
Contact: J. Austin Brown, Principal
Joe Frichtel, Assistant Principal
Vance Horn, Apprenticeship Education Specialist (804) 780-6018
Areas: Trade and industrial occupational training • Microsoft Office

8. **Tri-City Literacy Council**
1766 Flank Road, Petersburg (804) 862-9262
Contact: Melissa Reiter, Executive Director
Areas: Reading skills • English as a Second Language (ESL) • one-on-one tutoring

9. **United Way Services**
224 East Broad Street (804) 225-7916
Contact: Gigi Amateau, Assistant Vice President Community Services
Areas: Informational and Referral Service linking people in need • 125 programs with 60 partner agencies in 12 counties and Richmond

COUNTY PUBLIC SCHOOL EDUCATION SYSTEMS

10. Adult Career Development Center

119 West Leigh Street (Richmond Public Schools) (804) 780-4388

Contact: Sally Ribeiro, Administrator

Areas: Career development assistance • GED preparation and test fee \$35

11. County School Systems Adult Education Information

Charles City (804) 829-9219 Henrico (804) 328-4095

Chesterfield (804) 748-1405 New Kent (804) 966-2771

Goochland (804) 556-5602 Powhatan (804) 598-5714

Hanover (804) 365-4500

12. Chesterfield County Public Schools

11 locations (804) 768-6140

Contact: Dr. Daniel Geary

Areas: Day and evening courses • formal needs assessments • GED preparation • English as a Second Language (ESL) • reading literacy • vocational training in 160 courses • computer software and hardware • network administration • dental assisting • carpentry • plumbing • HVAC • corporate and business programs in leadership, diversity, marketing and others

13. Henrico County Public Schools

201 E. Nine Mile Road (804) 328-4095

Contact: Tommy Johnson, Adult Education Administrator

Bill Ricks, Supervisor of Adult Basic Education (804) 261-5070

Areas: GED preparation • English as a Second Language (ESL) • needs assessments and consulting • arranges site and instructor • county residency not required • day and evening classes

COLLEGES AND UNIVERSITIES

18. J. Sargeant Reynolds Community College

Continuing Education Division (804) 371-3413

Contact: Judy Payton, Program, Corporate & Professional Development/Community Services

Areas: Classes enhance life-long learning and personal enrichment for avocational and professional interests • locations in Richmond, Innsbrook and North Run Corporate Centers • topics range from accounting, computers, communication, to sign language, and drawing.

19. John Tyler Community College

Continuing Education Division (804) 796-4111

Contact: Melody Moore, credit courses

Becky Fain, non-credit courses

Areas: A wide variety of courses including basic arithmetic • computer software • database and network administration • Internet • nursing • accounting • drafting • welding • air conditioning and refrigeration • driver education • locations in Chester, Fort Lee and Midlothian • credit and non-credit courses • distance learning options available for some classes • financial aid available

20. Virginia Commonwealth University

Tuition Waivers for Credit Courses

(Educational and Training Opportunities - Personnel Policy 15)

Full-time classified staff and faculty may request tuition waivers for up to six-credit hours per semester for courses taken at VCU. Job-related courses taken at other educational institutions (that are not offered at VCU) also may receive up to six-credit hours in tuition waivers for full-time classified staff and faculty. Please see Personnel Policy 15 for other details.

The Virginia Adult Education and Literacy Centers (School of Education)

1015 West Main Street, Oliver Hall, Room 4080

(804) 828-6521

Contact: Susan Joyner, Director

The Center's mission is to strengthen and enhance the Virginia Adult Education and Literacy System through professional development, technology, communication, collaboration and resource sharing. Training materials, a specialized, multi-media lending library, support for staff development tutor training, and instruction in accessing Internet resources and computer-assisted instruction are available.

University Career Center

Student Commons

(804) 828-1645

Employees who have been enrolled within the past twelve months and/or currently taking at least one course at VCU may use all facilities and the counseling services. Employees who have never taken a course at VCU may use the facilities but are not entitled to counseling services.

Office of Training and Development

Training and Development offers courses in customer service, conflict resolution, management and supervisory skills, stress, dealing with angry people and many other human-relations areas.

The Professional Certificate Program provides employees an opportunity to structure elective courses toward a competency-based certification. Competencies and skill areas include:

- Change and transition
- Clinical skills
- Creativity
- Fiscal management
- Leadership
- Quality
- Customer service
- Computer Technology and Software
- Diversity
- Interpersonal communication
- Organizational knowledge
- Team building

On-site departmental training can also be scheduled for more targeted, customized training.

Computer courses include Introduction to Windows and the Microsoft Office 97 Suite (Word, Excel, Access, and PowerPoint).