



# Virtual Workforce Professionals Credential FAQs

## **1 How much total time should I expect to dedicate to the Virtual WPC?**

The Virtual WPC is intensive; it runs for 11 months and requires approximately 7-8 hours of training time per month. This is the equivalent of dedicating 1 full work day a month to this training. Consequently, the application asks you, your supervisor, and executive director/lead administrator (if applicable) to sign off on a statement of commitment stating you agree to dedicate this amount of time to the training and will receive 8 hours of work time to complete this training.

## **2 What does the 7-8 hours of training time each month entail?**

- 2 hours of self-paced learning activities will be released on Canvas, a learning management system
- 4 hours total of interactive learning via two 2-hour live Zoom sessions with the whole cohort
- 1 hour meeting with your peer group (1st half of the course) or your capstone team (2nd half of the course)
- 1 hour meeting with your mentor once per quarter

## **3 I am not that tech savvy. Will I be able to be successful in the Virtual WPC?**

The 11 months are spent on both live Zoom sessions and self-paced work completed on Canvas, a learning management system (LMS). Depending on your familiarity with technology and ability to learn new tools, there may be a moderate to significant learning curve involved with taking an online training on an LMS for the first time. In fact, most adult learners who have not taken an online course in the past few years can expect to face at least a small learning curve.

Before starting the Virtual WPC, you will be asked to complete a survey to gauge your overall comfort level and skills with technology, as well as to assess your familiarity with the various technological tools that will be used on this course (e.g. Zoom, Canvas, Jamboard, etc.). Should you like additional support, there will be opportunities to check in with a cohort member and the facilitator with questions.

## **4 I like to network with my colleagues and build relationships when doing professional development. Will this be possible with the Virtual WPC?**

The Virtual WPC is designed to encourage interaction and relationship-building, just like the face-to-face training. In general, people learn better when they have strong relationships with their peers and the instructor. Moreover, a primary goal for the Virtual WPC is that participants can build long-lasting networks to continue their work after the course is over. In addition to networking during our live Zoom sessions, to help cultivate relationships, each participant will be a part of a peer group of approximately 3-5 people.

## **5 I would really prefer to take a face-to-face WPC training. When will this training format be offered again?**

Due to the ongoing COVID-19 pandemic, the earliest that the Jobs Council will hold face-to-face WPC would be Summer 2022.

# Virtual Workforce Professionals Credential FAQs

## 6 Does this WPC replace FFTI's other trainings?

Frontline Focus will offer virtual trainings in FY2022 (starting July 1st)! These trainings will be open to anyone who would like to register, including the Virtual WPC members. Some of the training topics covered in the WPC are offered in FFTI's public calendar, while other training topics are unique to the WPC.

## 7 Who is the ideal candidate for the WPC?

The WPC is designed as a leadership development experience for the frontline workforce professional looking to refresh out their skill set, add new skills to their toolbox, and advance their career. Even if your specific job title is focused only on job seekers or employers — we believe you need a thorough understanding of both workforce development “clients” to be most effective!

## 8 Can more than one staff from my organization apply to participate?

While more than one individual from an organization is welcome to apply, we will only accept one individual per organization or one individual per department if your organization has more than 50 staff (with a max of 2 individuals per organization).

## 9 How do I become a Chicago Jobs Council member and receive a discount on the WPC?

Chicago Jobs Council members save about 30% on the cost of the credential but there are other perks as well! You can find out more and apply to become a CJC member at [www.cjc.net/membership](http://www.cjc.net/membership).

## 10 My organization has a small budget. Do you offer scholarships?

Yes, we do. While the cost of the Workforce Professionals Credential is already deeply subsidized, we do offer a limited number of scholarships and payment plans on a case by case basis. Requests for support must be emailed to [Cheryl Hester](mailto:CherylHester@cjc.net) at [cheryl@cjc.net](mailto:cheryl@cjc.net).

## 11 I have even more questions! What should I do?

Attend one of FFTI's virtual information sessions:

- A webinar on Wednesday, May 12<sup>th</sup> from 2:00-2:30PM – [register here to attend](#).
- A webinar on Tuesday, June 8<sup>th</sup> from 10:00-10:30AM – [register here to attend](#).