

### **CP 5.3.5**

## **Human Resources Development (HRD)**

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#### ***Related Board of Trustee Policy:***

<b><i>Responsible Official</i></b>	<i>Director of Human Resources Development</i>
<b><i>Approvals</i></b>	<i>11/18/08</i>
<b><i>Revision</i></b>	

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### **Procedure**

The purpose of the Human Resources Development (HRD) program is to educate and train individuals for success in the workplace. The HRD Program focuses on the development of basic workplace skills by providing employability skills training to unemployed and underemployed adults. Typical groups targeted for HRD training include, but are not limited to the following: unemployed insurance claimants, NCWorks customers, public assistance recipients, dislocated workers, out-of-school youth, individuals in career/job transition, and probationers.

All courses in the Human Resources Development program are offered at no cost to unemployed individuals seeking employment and underemployed individuals who are working and meet special income guidelines. If you are not in either category, the usual occupational extension fee will apply. Classes are offered at the NCWorks Career Center and are scheduled on a continuous basis throughout the year to meet the needs of the students who enroll.