

Career Tech Matters

by Dennis Franks • March 24, 2017

Adult Education is able to offer another service to businesses in Pickaway and Ross counties thanks to the efforts of Tonya Bess and Rhonda Lawless.



Tonya, programming coordinator of Leadership & Technology, and Rhonda, Human Resources Development instructor, underwent training to become ACT WorkKeys job profilers.

The training program started in January and the pair spent 20 hours a week for six weeks in an online course offered by ACT. They then had four days of intense classroom training in Columbus before being authorized as ACT job profilers.

ACT explains on its Web site that “identifying specific workforce needs means first defining the skills required for success on the job. Job profiling analyzes the tasks and skill levels for specific jobs and links them to the skills measured by WorkKeys assessments.”

The training was a huge investment of time for Tonya and Rhonda, but the opportunity couldn’t be passed up.

“We can now conduct job profiles for any company,” Tonya said.

Pickaway-Ross provided this service more than 20 years ago and companies are due for an update, she added.

In fact, I became a certified job profiler more than 20 years ago myself and participated in some of the first training classes ACT offered. It definitely equips you to look systematically at the jobs and required skill sets for the companies.

In addition to putting me in direct contact with the decision makers at our local companies, I found it to be a very worthwhile investment of my time



Rhonda Lawless, left, and Tonya Bess, of Adult Education spent much of January and February being trained as ACT WorkKeys job profilers.

and I’m glad to see that continue.

Carrie Fife, Adult Education director, agrees that this valuable service will benefit companies in Pickaway and Ross counties.

“Tonya and Rhonda really went the extra mile to get this authorization and it will pay off for Pickaway-Ross Adult Education and the companies who work with us,” Carrie said.

Tonya said, “I expect that there will be more initiatives from the state that will make this service even more valuable to employers.”

The ACT profiling adds to an already extensive list of services offered by the Leadership/Technology team. They offer customized leadership and technology training for local businesses, as well as courses that are open to the public, Rhonda said.

Among the more popular offerings are Microsoft Office classes and the Leadership Academy, and new technology classes forming such as Google Apps, Internet Safety, Cloud Computing and Marketing Yourself Online.

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