



LORD FAIRFAX COMMUNITY COLLEGE

# Workforce Solutions

Partners in Your Success

## Teaching Information

The **Office of Workforce Solutions and Continuing Education** is always looking to maintain a pool of qualified instructors to teach. Primarily, we offer classes for professional development, business and industry certifications for people advancing their current job skills or developing skills for a new profession. Additionally, we also offer a limited number of personal enrichment classes and youth programs.

Our program develops and administers many non-credit classes, workshops, licensure and re-licensure classes, skills upgrade classes, and leisure time offerings. Programs vary in length and time. Classes may be taught as part of the open-enrollment series or may be customized/contract training for specific audiences.

### Open Enrollment Classes

Open Enrollment classes are offered during a pre-established time frame such as January-June or July-December and are open to anyone. Students can enroll via the internet, by phone, or in person. It is our goal to avoid canceling classes so we design our classes for small minimum enrollments. These classes can meet once or multiple times depending on the complexity of the content matter. Open Enrollment classes are taught at either the Middletown Campus, Fauquier Campus (Warrenton), or at our Luray-Page County Center.

### Customized/Contract Training

These classes are taught for a specific audience that is interested in improving a specific skill area. Typically, these are classes that are contracted between the college and an employer or organization. Contract training is a large part of what we do because many employers do not have a training department or find it more economically attractive to bring our instructors into their facility. Again, the classes may be offered once or over a period of time.

Customized/Contract training can be offered either at the client site, a third-party site such as a hotel conference center, or at the college depending on the needs of the client. For more information specifically about contract training, contact Larry Baker at 540-868-7283 or [labaker@lfcc.edu](mailto:labaker@lfcc.edu).

### Instructor Qualification

It is our goal to hire subject-matter-experts with industry experience. (Job experience required is dependent on the subject matter.) We prefer individuals who have experience teaching adult learners. Our reputation is based on the quality of instruction we provide to our clients and the ability to not only know the information but to deliver it effectively, is extremely important. Instructors should be prepared to deliver content using a variety of methods to meet the needs of learners. Lecture should be complimented with other methods of instruction.

### Instructor Pay

Instructors are paid on a rate per training hour based on the content and experience. The rate per training hour takes into consideration the preparation for your class. Many classes are pre-designed and the instructor follows a pre-determined course outline and content; however, there are times where pre-designed material is not available and you will be asked to develop the material. Our instructors are typically part-time and are paid through the Commonwealth of Virginia's direct deposit pay system so you would be required to complete a state application and pass a drug test. We also have the flexibility of subcontracting training to vendors, however you must become EVA registered.

### Questions

If you would like to learn more about Workforce Solutions and the opportunities to teach with us, contact Christine Kriz at 540-868-7284 or email her at [ckriz@lfcc.edu](mailto:ckriz@lfcc.edu).