

County of Henrico, Virginia CAREER ENRICHMENT PROGRAM

The **Career Enrichment Program** was implemented in 1993 to promote development for Henrico County employees. The initial focus of the program was extremely innovative for local government in the early nineties and focused on developing employee skills, interests, and values within the framework of the County's overall mission and goals.

A formal needs assessment of the career development needs of Henrico County employees was completed. Results indicated that the educational and skill categories of the County were diverse with a relatively low turnover rate. Findings from the needs assessment indicated that employees rated most career development services as moderate-to-high in value. The consistently highest-rated career services were in-house management and technical skills seminars, career development workshops, and educational opportunities outside the workplace. Construction of individualized action plans and assistance with identifying realistic organizational opportunities were also highly rated as well as a career development library and center.

Ninety-two percent of respondents indicated they supported or strongly supported the County offering some form of career development assistance and perceived the **delivery of career development services would have multiple benefits.**

Since 1993, the Career Enrichment Program has continued to evolve and includes confidential, personalized career counseling and workshops for both employees and managers. A dedicated coordinator has been assigned to the program for over 10 years and is skilled in counseling employees for their career development.

The **primary concept of the program** is to help employees understand what they can do to build skills and experience to contribute to Henrico County as well as assist them in finding jobs that match their career interests, values, and skills. An important element of the Program is to assist employees in preparing for tomorrow's job market.

A **key focus of the program** is that career development is the responsibility of the employee and Henrico County provides them with the tools, resources, and guidance to assist them in their careers. Several assessments are utilized including the Myers-Briggs Type Indicator and Strong Interest Inventory. The Strong Interest Inventory has been mapped to all Henrico County jobs and is an excellent tool for assisting employees in finding a Henrico County job which best meets their career interests.

Employees also learn how to develop both their short and long-term career plans as well as how to develop their skills to enhance their job satisfaction, make a greater contribution to their department, and to Henrico County. Also, if employees are considering a job change, the career counselor will help them to understand how their skills can be transferred to other positions and assist them in developing their resume and interview preparation.

A **career enrichment library** of videotapes, self-improvement guides and “how to” books is also available for employees. These up-to-date resources are excellent tools for employees who prefer self-paced learning.

Through a combination of workshops, self-assessment materials, referrals, and career counseling, employees can enrich their current jobs and be prepared to ensure that they have the skills that Henrico County needs today and in the future.

The Vision of the Career Enrichment Program is **for all employees** to have careers that provide opportunities for growth, challenge, variety and accomplishment. The Mission of the Career Enrichment Program is to provide career coaching, education, and resources that enhance individual careers and contribute to the growth of the organization.

For more information, see the **Career Enrichment** web page at www.co.henrico.va.us/hr/edt/cep.html