

Federal Communications Commission Washington, D.C. 20554 FCC 396-C	OMB 3060-1033 September 2003 FOR FCC USE ONLY
Multi-Channel Video Program Distributor EEO Program Annual Report Read INSTRUCTIONS Before Filling Out Form	FOR COMMISSION USE ONLY FILE NO. B396 - 20080922AEC

SECTION I IDENTIFYING INFORMATION

A. Name of Operator:
COMCAST CORPORATION

MSO Name:
COMCAST CORPORATION

B. Employment Unit's Mailing Address
ONE COMCAST CENTER
1701 JFK BLVD

City PHILADELPHIA	State PA	Zip Code 19103-
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Emp. Unit ID # 11510

Application Purpose
 New Program Report
 Amendment to Program Report

Supplemental Investigation Sheet (SIS) Attached

C. County and State in which unit's employment office is located
ARAPAHOE, CO

D. Category of Respondent (check applicable box)

<input type="radio"/> Fewer than six (6) full-time employees during the selected payroll period: Complete Sections I, II and V
<input checked="" type="radio"/> Six (6) or more full-time employees during the selected payroll period: Complete ALL sections of the Form 396-C and the Supplemental Investigation Sheet, if attached

E. Pay Period Covered by this Report (inclusive dates) 8/24/08 - 09/06/08

F. Attachments: (See "Exhibit" buttons, below.)

SECTION II COMMUNITY INFORMATION

System Communities Comprising Local Employment Unit			
Ident No.	Name of Community	Location (State)	Type

Review the list of communities served on the previous year's submission and attach as Exhibit A [Exhibit 1] any additions or deletions, using the format noted above. NOTE: APPLICABLE ONLY TO CABLE OPERATORS AND NOT TO OTHER MVPD UNITS.

SECTION III EEO POLICY AND PROGRAM REQUIREMENTS

Check YES or NO to each of the following questions. If answer to any question below is NO, attach as Exhibit B an explanation.
 [Exhibit 2]

1.	Have you complied with the outreach provisions of the FCC's MPVD Equal Employment	
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	Opportunity Rule, 47 C.F.R. Section 76.75(b), during the twelve month period prior to filing this form?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2.	Do you disseminate widely your EEO Program to job applicants, employees, and those with whom you regularly do business?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3.	Do you contact organizations, media, educational institutions, and other potential sources of applicants for referrals whenever job vacancies are available in your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
4.	Do you undertake to offer promotions to positions of greater responsibility in a nondiscriminatory manner?	<input checked="" type="radio"/> Yes <input type="radio"/> No
5.	To the extent possible, do you seek out entrepreneurs in a nondiscriminatory manner and encourage them to conduct business with all parts of your organization?	<input checked="" type="radio"/> Yes <input type="radio"/> No
6.	Do you analyze the results of your efforts to recruit, hire, promote, and use services in a nondiscriminatory manner and use these results to evaluate and improve your EEO program?	<input checked="" type="radio"/> Yes <input type="radio"/> No
7.	Do you define the responsibility of each level of management to ensure a positive application and vigorous enforcement of your policy of equal employment opportunity and maintain a procedure to review and control managerial and supervisory performance?	<input checked="" type="radio"/> Yes <input type="radio"/> No
8.	Do you conduct a continuing program to exclude every form of prejudice or discrimination based upon race, color, religion, national origin, age, or sex from your personnel policies and practices and working conditions?	<input checked="" type="radio"/> Yes <input type="radio"/> No
9.	Do you conduct a continuing review of job structure and employment practices and maintain positive recruitment training, job design, and other measures needed to ensure genuine equality of opportunity to participate fully in all organizational units, occupations, and levels of responsibility?	<input checked="" type="radio"/> Yes <input type="radio"/> No

SECTION IV ADDITIONAL INFORMATION

You may provide as Exhibit C any additional information that you believe might be useful in evaluating your efforts to comply with the Commission's EEO provisions. There is no requirement to provide additional data or information. [Exhibit 3]

SECTION V CERTIFICATION

This report must be certified as follows:

- A. By the individual owning the reporting system if individually owned;
- B. By a partner, if a partnership; or
- C. By an officer, if a corporation or association.

I certify that to the best of my knowledge, information and belief, all statements contained in this report are true and correct.

Signed	Title VP OF HR
Date 9/22/2008	Name of Respondent MARGIE TOLEN
Telephone No. (include area code) 2152868303	

WILLFUL FALSE STATEMENTS ON THIS FORM ARE PUNISHABLE BY FINE AND/OR IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTRUCTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).

Exhibits

FCC Sourcing Report

Date :9/1/2007-8/31/2008

FCC Unit: 11510

County & State: Arapahoe County, CO

Requisition#	Job Title	Working Location	Source	# of Interviews	# of Hires
50251BR	Broadcast Applications	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	2	1
			J - AOL JOB FAIR	1	0
			Total	4	1
50255BR	OMC Support Specialist I	COL16 - Littleton CO	ICOMCAST - COMCAST.COM	1	0
			Internal	1	1
			REMPREF - EMPLOYEE	1	0
			Total	3	1
51601BR	Production Engineer	COL16 - Littleton CO	I - MONSTER.COM	1	0
			R - EMPLOYEE REFERRAL	1	0
			REMPREF - EMPLOYEE	1	1
			Total	3	1
51631BR	Supv Uplink Operations	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	6	2
			R - WORD OF MOUTH	1	0
			Total	8	2
51633BR	Uplink Technician III	COL16 - Littleton CO	I - COMCAST.COM	1	0
			I - YAHOO.COM	1	1
			Internal	1	0
			R - WORD OF MOUTH	2	0
Total	5	1			
51811BR	Cross Product Service	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	4	2
			M - JOB HOTLINE	1	0
			REMPREF - EMPLOYEE	1	0
Total	7	2			
52071BR	System Administrator I	COL16 - Littleton CO	Internal	1	1
Total	1	1			
52165BR	Financial Analyst	COL16 - Littleton CO	A - NATIONAL ASSOC OF ASIAN	1	0
			I - CAREERBUILDER.COM	1	1
			I - COMCAST.COM	2	0
			I - MONSTER.COM	3	0
			Internal	1	0
Total	8	1			
52787BR	Satellite Operations Project	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	3	1
			Total	4	1
52832BR	Live Events Coordinator 2 -	COL16 - Littleton CO	I - COMCAST.COM	2	0
			Internal	10	1
			Total	12	1
53134BR	Operations Specialist II	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	2	1
			Total	3	1
53465BR	Live Sports Operator	COL16 - Littleton CO	F - SEARCH FIRM	1	1
			I - COMCAST.COM	4	4
			I - MONSTER.COM	1	1
			R - EMPLOYEE REFERRAL	4	2
			No source	2	2
Total	12	10			
53467BR	Sr. Sports Traffic Administrator	COL16 - Littleton CO	Internal	5	1
Total	5	1			
53482BR	Operations Specialist II	COL16 - Littleton CO	F - SEARCH FIRM	1	0

FCC Sourcing Report

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FCC Unit: 11510

County & State: Arapahoe County, CO

			I - COMCAST.COM	1	0
			I - MONSTER.COM	1	0
			Internal	4	1
			Total	7	1
53483BR	Database Architect/Developer	COL16 - Littleton CO	F - SEARCH FIRM	1	1
			Total	1	1
53931BR	Professional Development	COL16 - Littleton CO	I - MONSTER.COM	1	1
			ICOMCAST - COMCAST.COM	1	0
			Total	2	1
53937BR	Data Center Manager	COL16 - Littleton CO	F - SEARCH FIRM	1	1
			Total	1	1
54148BR	Senior Operations Specialist	COL16 - Littleton CO	Internal	1	0
			REMPREF - EMPLOYEE	1	1
			Total	1	1
54313BR	Manager of Technical	COL16 - Littleton CO	I - CAREERBUILDER.COM	1	0
				1	1
			T - MULTICHANNEL NEWS	1	0
			Total	3	1
54315BR	Principal Product Strategist-	COL16 - Littleton CO	I - COMCAST.COM	1	0
			ICOMCAST - COMCAST.COM	1	0
			Internal	0	1
			Total	2	1
54325BR	Live Events Coordinator II-	COL16 - Littleton CO	Internal	3	1
			Total	3	1
54330BR	Principal Product Strategist-	COL16 - Littleton CO	Internal	1	1
			Total	1	1
54331BR	Principal Product Strategist-	COL16 - Littleton CO	I - MONSTER.COM	2	1
			Total	1	1
54396BR	Sales Engineer	COL16 - Littleton CO	I - COMCAST.COM	3	1
			M - JOB HOTLINE	1	0
			Total	4	1
54523BR	Facilities Chief Engineer (with	COL16 - Littleton CO	I - MONSTER.COM	1	1
			Total	1	1
54557BR	Quality Control Operator	COL16 - Littleton CO	I - COMCAST.COM	1	1
			Total	1	1
54560BR	Live Sports Operator	COL16 - Littleton CO	Internal	1	1
			R - EMPLOYEE REFERRAL	1	1
			Total	1	1
54863BR	Supv. On -Air Engineering	COL16 - Littleton CO	Internal	1	1
			Total	1	1
54869BR	Professional Database	COL16 - Littleton CO	I - CAREERBUILDER.COM	2	1
			Total	2	1
54877BR	Uplink Tech III	COL16 - Littleton CO	I - COMCAST.COM	1	1
			Total	1	1
54975BR	Technical Support Engineer	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	1	1
			T - CITYBEAT	1	1
			Total	3	2
55118BR	Live Events Coordinator I	COL16 - Littleton CO	Internal	4	1
			Total	4	1
55482BR	Satellite Uplink Technician III	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	1	0
			V - TV COMMERCIAL	1	1
			Total	3	1
55743BR	Sports Operations Supervisor	COL16 - Littleton CO	Internal	15	1

FCC Sourcing Report

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FCC Unit: 11510

County & State: Arapahoe County, CO

			Total	15	1
56221BR	Senior Sports Traffic	COL16 - Littleton CO	Internal	1	1
			Total	1	1
56457BR	CMC Operations Manager	COL16 - Littleton CO	I - COMCAST.COM	1	1
			Internal	3	3
			Total	4	4
56949BR	OMC Support Specialist I	COL16 - Littleton CO	Internal	1	1
			REMPREF - EMPLOYEE	1	1
			Total	2	2
57025BR	Live Events Coordinator I	COL16 - Littleton CO	Internal	1	1
			Total	1	1
57083BR	Executive Assistant	COL16 - Littleton CO	I - COMCAST.COM	1	1
			Internal	4	0
			Total	4	0
58372BR	Manager of Enhanced Media	COL16 - Littleton CO	Internal	1	1
			Total	1	1
58526BR	Operations Specialist II	COL16 - Littleton CO	I - CAREERBUILDER.COM	1	0
			I - COMCAST.COM	3	1
			Internal	1	0
			Total	5	1
58609BR	Live Events Coordinator I	COL16 - Littleton CO	Internal	1	1
			Total	1	1
58666BR	Sr. Engineer Project Manager,	COL16 - Littleton CO	Internal	1	1
			Total	1	1
58674BR	Origination Supervisor	COL16 - Littleton CO	Internal	12	0
			No Source	1	1
			Total	13	1
58679BR	DAC Technical Support	COL16 - Littleton CO	F - SEARCH FIRM	1	0
			I - CAREERBUILDER.COM	2	0
			I - COMCAST.COM	1	0
			Internal	2	0
			M - JOB HOTLINE	2	2
			R - EMPLOYEE REFERRAL	1	0
			REMPREF - EMPLOYEE	1	0
			Total	9	2
58686BR	DAC Technical Support	COL16 - Littleton CO	C - NEW JERSEY CITY	0	0
			I - CAREERBUILDER.COM	2	0
			I - COMCAST.COM	1	0
			I - MONSTER.COM	1	0
			Internal	8	4
			R - EMPLOYEE REFERRAL	0	0
			REMPREF - EMPLOYEE	0	0
			V - LOCHANNEL	0	0
			Total	12	4
58688BR	DAC Configuration	COL16 - Littleton CO	I - COMCAST.COM	1	0
			I - MONSTER.COM	1	0
			Internal	1	0
			R - EMPLOYEE REFERRAL	2	0
			REMPREF - EMPLOYEE	1	1
			Total	6	1
58691BR	DAC Code Download Engineer	COL16 - Littleton CO	C - REGIS UNIVERSITY	1	1
			I - COMCAST.COM	1	1
			Internal	3	3
			R - EMPLOYEE REFERRAL	1	0
			Total	6	5

FCC Sourcing Report

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FCC Unit: 11510

County & State: Arapahoe County, CO

58699BR	DAC Technical Writer/ Trainer	COL16 - Littleton CO	I - COMCAST.COM	1	0
			I - MONSTER.COM	3	0
			I - YAHOO.COM	1	0
			O - COMMUNITY BULLETIN	1	0
			REMPREF - EMPLOYEE	1	1
			Total	7	1
58705BR	DAC Reporting Specialist	COL16 - Littleton CO	I - COMCAST.COM	5	0
			Internal	4	1
			Total	9	1
58713BR	DAC Code Download Manager	COL16 - Littleton CO	Internal	2	1
			T - CABLE WORLD	1	0
			Total	3	1
59050BR	Financial Analyst	COL16 - Littleton CO	A - CABLE	1	1
			I - COMCAST.COM	1	0
			I - CRAIGSLIST.COM	1	0
		COL16 - Littleton CO	I - MONSTER.COM	1	0
			Total	4	1
59120BR	Systems Integration Engineer	COL16 - Littleton CO	Internal	2	0
			V - CAREERS ON DEMAND	1	1
			Total	3	1
59121BR	Systems Integration Engineer	COL16 - Littleton CO	Internal	1	1
			V - CAREERS ON DEMAND	0	0
			Total	1	1
59281BR	Manager Field Services (DAC)	COL16 - Littleton CO	F - SEARCH FIRM	1	0
			I - COMCAST.COM	1	0
			Internal	2	1
			REMPREF - EMPLOYEE	1	0
			T - CABLE WORLD	1	0
			OHIO CENTER FOR BROADCASTING	0	0
			DISCOVERY JOBS NETWORK	0	0
			URBAN LEAGUE OF DENVER	0	0
			CO BLACK CHAMBER OF COMMERCE	0	0
			ASIAN CHAMBER OF COMMERCE	0	0
			Total	6	1
59282BR	DAC Technical Support	COL16 - Littleton CO	I - COMCAST.COM	1	1
			Internal	1	0
			Total	2	1
59283BR	DAC Support Program	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	2	1
			R - EMPLOYEE REFERRAL	3	3
			REMPREF - EMPLOYEE	1	1
			Total	7	5
59284BR	DAC Support Program	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	3	3
			T - CABLE WORLD	1	1
			Total	5	4
59502BR	Supv of Uplink Operations	COL16 - Littleton CO	Internal	1	1
			R - WORD OF MOUTH	1	1
			Total	2	2
59508BR	Uplink Tech III	COL16 - Littleton CO	I - COMCAST.COM	3	1
			I - INDEED.COM	1	0
			ICOMCAST - COMCAST.COM	1	0

FCC Sourcing Report

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FCC Unit: 11510

County & State: Arapahoe County, CO

			R - WORD OF MOUTH	3	0
			REMPREF - EMPLOYEE	1	0
			Total	9	1
59510BR	DAC Support Field Engineer	COL16 - Littleton CO	I - COMCAST.COM	2	0
			Internal	1	1
			R - EMPLOYEE REFERRAL	1	1
			REMPREF - EMPLOYEE	1	0
			Total	5	2
59704BR	Mgr of Operations	COL16 - Littleton CO	I - COMCAST.COM	1	1
			Total	1	1
59770BR	Facility Electrician	COL16 - Littleton CO	I - BOSTONHIRE.COM	1	0
			I - CAREERBUILDER.COM	1	0
			I - HOTJOBS.COM	1	0
			Total	3	0
59802BR	Operations Specialist I	COL16 - Littleton CO	I - MONSTER.COM	1	0
			Internal	2	1
			M - JOB HOTLINE	1	0
			O - CAREER CENTER	1	0
			R - WORD OF MOUTH	1	0
			Total	6	1
59806BR	System Support Technician	COL16 - Littleton CO	I - COMCAST.COM	4	1
			Internal	1	1
			O - JOBS & EMPLOYMENT	1	0
			Total	6	2
59898BR	Director of Project Management	COL16 - Littleton CO	REMPREF - EMPLOYEE	1	1
			Total	1	1
60058BR	Operations Specialist II	COL16 - Littleton CO	I - CAREERBUILDER.COM	1	0
			I - COMCAST.COM	3	1
			Internal	6	0
			Total	10	1
60080BR	Enhanced Media Operator	COL16 - Littleton CO	Internal	3	1
			Total	3	1
60219BR	Production Support Engineer	COL16 - Littleton CO	Internal	2	1
			Total	2	1
60221BR	Senior Manager, Systems	COL16 - Littleton CO	Internal	2	1
			Total	2	1
60440BR	Manager Information Systems	COL16 - Littleton CO	Internal	1	0
			R - EMPLOYEE REFERRAL	1	1
			Total	2	1
60442BR	Encode and Enhanced Media	COL16 - Littleton CO	Internal	1	1
			Total	1	1
61018BR	Uplink Tech III	COL16 - Littleton CO	Internal	1	0
			O - One Stop Career Center	1	1
			R - WORD OF MOUTH	3	0
			Total	5	1
61282BR	On-Air Supervisor	COL16 - Littleton CO	Internal	2	2
			Total	2	2
61284BR	Origination Supervisor - Sports	COL16 - Littleton CO	Internal	6	1
			Total	6	1
61293BR	Producer/ Editor	COL16 - Littleton CO	A - ASSOCIATION OF	1	0
			I - CAREERBUILDER.COM	4	0
			I - COMCAST.COM	4	1
			I - GOLF CHANNEL.COM	1	0
			I - INDEED.COM	1	0
			I - JOBS4SALES	0	0

FCC Sourcing Report

Date :9/1/2007-8/31/2008

FCC Unit: 11510

County & State: Arapahoe County, CO

			I - MONSTER.COM	2	0
			N - DENVER POST	1	0
			N - JOB RECRUITER	1	0
			O - WORKFORCE SERVICES	1	0
			T - TELEPROFESSIONAL	1	0
			T - TRAINING AND	1	0
			Total	18	1
61429BR	Encoder Operation Technician	COL16 - Littleton CO	I - COMCAST.COM	1	1
			Total	1	1
61934BR	Technical Support Engineer	COL16 - Littleton CO	I - COMCAST.COM	1	0
			Internal	3	3
			Total	4	3
62826BR	Product Marketing Manager	COL16 - Littleton CO	I - COMCAST.COM	2	0
			I - CRAIGSLIST.COM	3	1
			I - INDEED.COM	1	0
			I - MONSTER.COM	1	0
			OHIO CENTER FOR BROADCASTING	0	0
			DISCOVERY JOBS NETWORK	0	0
			URBAN LEAGUE OF DENVER	0	0
			CO BLACK CHAMBER OF COMMERCE	0	0
			ASIAN CHAMBER OF COMMERCE	0	0
			R - WORD OF MOUTH	1	0
			Total	8	1
			GRAND TOTAL	343	114

FCC Sourcing Report Contact List

Effective Date: 09/01/2007-08/31/2008

FCC Unit: 11510

County & State: Arapahoe County, CO

Source Name	Contact Name	Contact Title	Address	Phone #
Ohio Center for Broadcasting	Mark Lilly	Placement Dir.	1310 Wadsworth Blvd. Suite 100 Lakewood, CO 80214	303-937-7070
Discovery Jobs Network	Karen Leddy	Exec. Director	8035 S. Quebec St. Centennial, CO 80122	303-220-3384
Westwood College	Brian Garza		3150 South Sheridan Boulevard Denver, CO 80227	303-934-2790
CO's Women's Employment & Education	Eli Vaga	Employment Services Supervisor	1175 Osage St. Denver, CO 80204	303-892-8375
Arapahoe Community College	Career Services Department		5900 S. Santa Fe Dr. Littleton, CO 80160	303-797-4222
CO Black Chamber of Commerce	Angela		410 17th St. #220 Denver, CO 80202	303-831-0720
Asian Chamber of Commerce	John Wright	President	924 W. Colfax Ave. Denver, CO 80204	303-595-9737
Society of Women Engineers	Kathryn Coggon	Career Guidance	P.O. Box 260692 Lakewood, CO 80226	312-596-5223
Denver Hispanic Chamber of Commerce	Renee Sadler	HR, Accounting Director	924 W. Colfax Ave. Denver, CO 80204	303-534-7783
Art Institute of Colorado	Neville Harson	Career Services	1200 Lincoln St. Denver, CO 80203	303-837-0825
Regis University		Career Services	3333 Regis Blvd. Denver, CO 80221	800-388-2366
Denver Post	Robyn Davenport			303-825-2525
Careers on Demand	Comcast Cable		1701 JFK Blvd. Philadelphia, PA 19103	www.comcast.com
Monster	www.Monster.com	www.Monster.com	www.Monster.com	www.Monster.com
Career Builder	www.Careerbuilder.com	www.Careerbuilder.com	www.Careerbuilder.com	www.Careerbuilder.com
CableJobs360	www.cable360.net	www.cable360.net	www.cable360.net	www.cable360.net
Multichannel News	http://thebiz.variety.com/	http://thebiz.variety.com/	http://thebiz.variety.com/	http://thebiz.variety.com/
Cable World	www.cable360.net	www.cable360.net	www.cable360.net	www.cable360.net
Craigslist	www.Craigslist.com	www.Craigslist.com	www.Craigslist.com	www.Craigslist.com
Yahoo.com	www.Yahoo.com	www.Yahoo.com	www.Yahoo.com	www.Yahoo.com
HotJobs	www.hotjobs.com	www.hotjobs.com	www.hotjobs.com	www.hotjobs.com
National Association of Broadcasters	http://broadcastcareerlink.nabef.org/	http://broadcastcareerlink.nabef.org/	http://broadcastcareerlink.nabef.org/	(202) 429-5498
Bostonhire.com	www.Bostonhire.com	www.Bostonhire.com	www.Bostonhire.com	www.Bostonhire.com
CityBeat				
Jobs4Sales	www.jobs2sales.com	www.jobs2sales.com	www.jobs2sales.com	www.jobs2sales.com
Indeed.Com	www.Indeed.Com	www.Indeed.Com	www.Indeed.Com	www.Indeed.Com

FCC General Recruitment Report

Date :9/1/2007-8/31/2008

FCC Unit: 11510

County & State: Arapahoe County, CO

FCC Recruitment Menu Activity	Recruiting Event	Sponsor	Date	System Personnel Involved	Narrative
Participation in at least two job fairs by unit personnel who have substantial responsibility in making hiring decisions.	Buckley Air Force Base Job Fair	Buckley Air Force Base	5/1/2008	Human Resources, Heather Norton, Charles Cannon, and Dante Burks	Participation in Job Fairs
Establishment of an internship program designed to assist members of the community to acquire skills needed for cable television employment.		Human Resources	6/1/2008- Ongoing	Production, Human Resources	Recently graduated high school and college seniors are given an opportunity to learn valuable skills, participate in meaningful projects, and experience success in the workplace.
Participation in general (as opposed to vacancy-specific) outreach efforts such as job banks and internet programs designed to promote outreach generally.		America's Job Bank , Arapahoe/ Douglas Works	Ongoing	Erin Reed, Stephanie Ruys, and Lisa Rucker	Building relationships and providing general information to key personnel regarding Comcast and job opportunities in the cable industry
Establishment of training programs designed to enable unit personnel to acquire skills that could qualify them for higher level positions.	Training Department and Comcast University/ LearnShare and SkillSoft	Comcast Media Center	Ongoing at least 2x a year	Judy Watson, Gillian Livingston, Robert Calhoun and Renata Robinson	Microsoft Suite- Access I and II, Excel I, II, and III, Powerpoint I, and II, Visio I and III, Word, I II, and III, Microsoft project I and II
					New product courses to ensure enhanced skills for existing employees as well as new hires. Both web-based and instructor led. Service Excellence Training, Handling Change, Communication, Intro. to Leadership
Establishment of a mentoring program for unit personnel.	Succession and Leadership Development Network	Human Resources	7/30/2008- New Class inducted / Ongoing	Nominated CMC participants and Succession alumni	The purpose of a Mentoring program such as Succession and LDN is to provide a forum in which our future leaders of the organization can be brought to the forefront. The LDN continues this program by mentoring current succession members, pursuing community service projects and leading initiatives at the CMC.

Participation in at least two events or programs sponsored by educational institutions relating to career opportunities in the cable industry.		Regis University & Mitchell Tech, Mitchell S.D.	4/1/2008- Ongoing	Erin Reed and Charles Cannon	Attended career days and continuously coordinated with Career Services personnel regarding open positions at the CMC
Listing of each upper-level category opening in a job bank or newsletter of media trade groups whose membership includes substantial participation of women and minorities.		CableJobs 360, NAMIC, WICT, Diversity Inc., and IHispano	Ongoing	Human Resources	Listed upper- level management opportunities with WICT, NAMIC, Diversity Inc., and IHispano
Provision of training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.		CMC Training and Human Resources	Ongoing	Human Resources and Training	Developing and delivering core competency training: Teaching employees to consistently document procedures and teach on the job.
		Comcast	Oct-07	Comcast Univ..	Business Courtesies- Managers and Above
		Comcast	Dec. 07	Comcast	Sexual Harassment Training
		Comcast	May-08	CMC Training Department	Managing Ethical Culture Training
Participation in other activities reasonably calculated by the unit to further the goal of disseminating employment opportunity information to job candidates who might otherwise be unaware of such opportunities.	Breakfast Roundtable Event	South Metro Denver Chamber of Commerce	6/17/2008	Human Resources	The South Metro Chamber events provide an excellent opportunity to network with other business in our community as well as discuss employment opportunities with Comcast.