



Collaborate for Success: Partnering with Registered Apprenticeship

Team Action Planner

Collaborate for Success: Partnering with Registered Apprenticeship	
<i>Team Action Planner</i>	
Action Item	SAMPLE ENTRY
The concrete action or activity that your team commits to pursuing.	<i>Work with local WIB Director and One-Stop manager to design and implement pre-apprenticeship programs for One-Stop youth customers</i>
Area of Focus (select one):	SAMPLE ENTRY
<input type="checkbox"/> Partnership Development <input type="checkbox"/> Policy & Strategic Planning <input type="checkbox"/> Resource Alignment <input type="checkbox"/> Structure, Operations, & Service Delivery	<i>Structure, Operations, & Service Delivery</i>
Current State	SAMPLE ENTRY
The “as is” state of affairs as it relates to your planned action item.	<i>To date, we have not reached out to our local workforce system leaders to implement pre-apprenticeship programs for area youth and young adults; our region has a large population of at-risk youth and unemployed young adults that could be tapped as a new pipeline for our employer partners</i>
Desired Future State	SAMPLE ENTRY
Your team’s ideal vision for the state of affairs as it relates to your planned action item.	<i>Implementation of a wide variety of pre-apprenticeship programs in various high-growth and emerging sectors in partnership with the workforce system and other existing partners such as employers and community-based youth organizations</i>



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<p>Strengths & Opportunities</p> <p>Factors that can be leveraged and capitalized upon to ensure success.</p>	<p align="center">SAMPLE ENTRY</p> <p><i>The local school district recently convened a committee to increase and integrate technical education; the new local WIB director has articulated a focus upon at-risk/disenfranchised youth and has strong youth programs in place; the local One-Stop manager was positive about the idea in a recent conversation; our existing employer partners are willing to commit resources to the effort; our existing pre-apprenticeship models can be easily leveraged and integrated for the workforce system context</i></p>
<p>Weaknesses & Threats</p> <p>Factors that pose challenges or barriers to being successful.</p>	<p align="center">SAMPLE ENTRY</p> <p><i>The local workforce system may not have adequate training funding to support the additional classroom training needed for the programs; we need to improve our outreach to and engagement with youth in our region; basic skill development/basic education may prove to be a prominent need for our targeted population; maintaining our team's connectivity and momentum after the clinic could be a challenge</i></p>
<p>Critical Success Factors</p> <p>Critical elements required for success. Consider statement such as, "This won't work unless we..." or, "To be successful, we must..."</p>	<p align="center">SAMPLE ENTRY</p> <p><i>We must look beyond the Registered Apprenticeship and workforce systems in order to engage new partners and resources to support the project; we need to implement a comprehensive outreach effort in order to engage new youth talent pools; we will need to find a way to engage parents and teachers in the community to educate them about 21st century apprenticeship opportunities for youth and do some "myth-busting" about apprenticable occupations</i></p>



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<p>Action Item Owners & Resources</p> <p>The specific individual(s) taking the lead in accomplishing the action item, as well as specific supporting individuals needed to accomplish the action item.</p>	<p style="text-align: center;">SAMPLE ENTRY</p> <p><i>Action item owner: Name, title, organization, phone, email</i></p> <p><i>Action item resources: Name, title, organization, phone, email; Name, title, organization, phone, email; Name, title, organization, phone, email</i></p>
<p>Timeline</p> <p>The final deadline for accomplishing this action item, as well as interim milestones and deadlines.</p>	<p style="text-align: center;">SAMPLE ENTRY</p> <p><i>Initial meeting with all workforce system partners week of 01/05/09</i></p> <p><i>Program proposal finalized by 01/26/09</i></p> <p><i>Stakeholder engagement meeting week of 02/02/09</i></p> <p><i>Begin school, youth, parent, etc. outreach activities 02/09/09</i></p> <p><i>Classroom curriculum developed by 04/03/09</i></p> <p><i>On-the-job learning opportunities firmed up with sponsors by 05/01/09</i></p> <p><i>Final adjustments/ planning 05/01/09 – 06/19/09</i></p> <p><i>Initial summer program launched 06/22/09</i></p>



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<p>Technical Assistance/Additional Support Needed</p> <p>Assistance or additional resources needed in order to successfully accomplish the action item.</p>	<p style="text-align: center;">SAMPLE ENTRY</p> <p><i>Assistance in identifying and leveraging additional needed resources and assets; models for effective parent, teacher, and youth engagement; further research around growing/emerging industries in our region; regional industry association "champions"</i></p>
<p>Measuring Success</p> <p>How will you know when you are successful? What benchmarks will you use to measure progress against your goal? What outcomes do you want to achieve? What, ultimately, will be different as a result of your efforts?</p>	<p style="text-align: center;">SAMPLE ENTRY</p> <p><i># of new partners engaged in the effort and committing resources to it; # of youth enrolled in the first program; participant retention and advancement rates; # of additional programs replicated in other occupations and sectors</i></p>
<p>Notes/Comments</p> <p>Any other notes or comments pertaining to this action item.</p>	<p style="text-align: center;">SAMPLE ENTRY</p> <p><i>We will need to begin to develop a communications plan to publicize our efforts and celebrate successes after initial project launch.</i></p>