



Walmart Brighter Futures 2.0 Project: Work Plan Through 2015 Sinclair Community College

Major Strategies	Action Steps	Expected Outcomes/Accomplishments	Target Date	Persons Assigned
Start-up	Attend League for Innovation kick-off event in AZ along with partner colleges	Understanding of project management, budgets, reporting, evaluation	9/12/2013 & 9/13/2013	Project Director
	Meet with grants office for forms preparation and budget review	Revise student consent form, review budget, W-9, remittance form Submission of required forms	9/19/2013 & 9/24/2013	Grant's office, RAR, Student Success Manager, Project Director
	Post job, form interview team, hire Student Success Concierge	Part-time Concierge housed in Center for Student Success	10/31/2013	Student Success Manager, Project Director
Intake/Assessment/Recruitment Processes <ul style="list-style-type: none"> • Year 1 = 50 • Year 2 = 272 • Year 3 = 278 Total Goal Referrals & Assessments = 600 Year 1 Actual = 505 Year 2 Actual = 639	Promote Walmart Brighter Futures 2.0 Project to Public Workforce Partners and Intake Specialists at each County office	Build knowledge of the project within Public Workforce System. Obtain referrals of low-income, low-skilled individuals seeking support & training through fast-track non-credit and credit-bearing courses. Students will obtain funding through WIA or TAA	Ongoing	Project Director, Enrollment Advisor
	Promote Walmart Brighter Futures 2.0 Project to employers, other area Partners such as Goodwill Easter Seals Miami Valley	Presentations to local employers groups, organizations and local/national conferences 3 times per calendar year	Ongoing	Project Director
	Collaborate with Sinclair's Center for Student Success, College Readiness, Adult Literacy and Basic Education/GED/ESL, Project READ Coalition, and Academic Advising, Student/Community Engagement for marketing and recruitment	Front door to the program will be the Center for Student Success. Build knowledge within each department of the Walmart Brighter Futures 2.0 Project. Identify 3 recruitment events annually to attend/participate per calendar year – (Attend: Mass layoff events, Chamber Networking Luncheons, Reverse Job Fairs)	Ongoing	Project Director, Student Success Manager, Concierge
	Request Amendment to add Information Technology to our project to allow for short-term IT training options.			
	Meet with TAACCCT Department of Labor Leads to discuss partnership possibilities	Obtain pathway for our WBF students into short-term competency based IT training. Leverage TAA efforts for wrap-around services, tracking & placement	1/2014	Project Director TAACCCT Grant Project Leads

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Intake/Assessment/Recruitment Processes (continued)	Assessment process to identify academic and soft skills strengths and weaknesses, explore career goals, aptitudes, interests	Develop an individualized plan of action for each participant, shape the training plan, plan to overcome anticipated barriers to success and payment plans – increase in successful completers	Ongoing	Concierge, Coaches, Counselors
	Provide career assessment and Career Coach online tool to participants	Provide demand and prevailing wage of careers student is researching	Ongoing	Academic Advising, Student/Community Engagement
Basic Skills and Literacy Training (including ESL and GED) <ul style="list-style-type: none"> • Year 1 = 0 • Year 2 = 288 • Year 3 = 252 Total Goal Basic Skills & Literacy Training = 540 Year 1 Actual = 0 Year 2 Actual = 42 (will adjust w/Jan 30 report)	Provide requirements and goals of Walmart Brighter Futures 2.0 Project to MVCTC, Career Services and Sinclair WFD TABE, WorkKeys, BEST Plus, CASAS and career assessments will be utilized along with ABLE instructional services for participants needing basic skill enhancements, GED testing and ESL instruction	Ability to jointly support the success of these students and have partners understand of importance of tracking Students will be able to secure new credentials leading to greater economic self-sufficiency	4 th quarter, 2013 Ongoing	Miami Valley Career Technology Center (MVCTC)/Sinclair Campus, Sinclair Workforce Development (WFD) MVCTC/Sinclair Campus, Sinclair WFD
	Job Readiness Training <ul style="list-style-type: none"> • Year 1 = 0 • Year 2 = 190 • Year 3 = 160 Total Goal Job Readiness Training=350 Year 1 Actual = 0 Year 2 Actual = 103 (will adjust w/Jan 30 report)	Workforce system partners and Sinclair’s Workforce Development Division will offer soft skills assessments and training for participants Engage Academic Services and Student and Community Engagement and assure Center for Student Success is updated on services provided to students for purpose of referral	Students will build upon their workplace skills creating life-literacy (teamwork, interpersonal relations, critical thinking and problem solving skills, oral and written communications, basic computer and internet skills) Academic Services provides Job Readiness utilizing Focus 2, career coach, occupation demand, labor market info, wages, openings, one-on-one career counseling. Student and Community Engagement provides career/job readiness - resume dev, interview skills, job search strategy, networking, cover letters, facilitating process of connecting to employment, JobLink (Sinclair’s monster.com), targeting career fairs (Feb 9 HC Fair), on campus recruitment, connection to 4 year institutions (4 year transfer fair), packaging skills for promotion.	Ongoing Ongoing

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Wrap-Around Support Services <ul style="list-style-type: none"> Year 1 = 15 Year 2 = 249 Year 3 = 276 Total Goal Wrap-Around Support Services = 540 Year 1 Actual = 505 Year 2 Actual = 536	Assign a Coach to each participant Coach will maintain relationships with local community-based organizations and a directory of service information Follow-up with participants, troubleshoot problems Provide career exploration and planning services Provide assistance with resume and interviewing skills development and mentoring	Help students address academic and non-academic issues such as transportation and child care Make effective referrals to meet participants' needs Ensure student enrolls in training Improved student success in training selection for skills building and earning the appropriate certificate/credential for employment Successful job placement	Ongoing Ongoing Ongoing Ongoing Ongoing	Concierge, Student Success Coach Student Success Coach Student Success Coach Sinclair Academic Advising, Goodwill, Public Workforce Partners Student/Community Engagement
Middle-Skill Job Training <ul style="list-style-type: none"> Year 1 = 0 Year 2 = 172 Year 3 = 178 Total Goal Training Completers = 350 Year 1 Actual = 0 Year 2 Actual = 92 (will adjust for exact w/Jan 30 report) Year 3 estimate – 150 call center completers **275 students currently enrolled in academic programs working to completion +25 Step II students	Form Employer Advisory Group Workforce partners representing Greene, Preble, Montgomery, Warren Counties identify middle-skills training programs eligible for support through public funding. Continue to define demand skills and occupations in the region Workforce Development Division continue to research market demand, partner with employers to develop training programs	Convene Employer Advisory Group, continue to define local demand now and future – 2 group meetings/year Sectors = health, manufacturing and advance manufacturing, bioscience manufacturing, service, and supply chain. Adjust to market. Year 3 – 25 Step II Manufacturing students are enrolled/14 internships week of 1.19.15 Build short-term training programs and workshops based on local demand with input from employers, hold compression planning sessions which will allow Sinclair to assess within these industries on what types of jobs our training programs should focus taking into account the needs of local economies and job availability. To date, December 5 th (bio industry) and January 15 (manufacturing) – 2014 June, July, Oct, Nov (Call Center/Customer Service)	Ongoing Ongoing Ongoing	Project Director, Employer Advisory Group Project Director, Public Workforce Partners, Internship Coordinator Project Director, Workforce Development, Industry Partners

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Middle-Skill Job Training (continued)	<p>Continue to inform coaches and public workforce personnel of available middle-skills training short-term non-credit, employer recognized credentials or short-term credit certificates</p> <p>Develop strategy for tracking students for reporting, continued coaching, student success</p> <p>Request amendment of our targeted training areas to include Information Technology</p> <p>Partnership formed with the TAACCCT grant personnel</p>	<p>Participants will earn certificates and credentials based upon regional demand</p> <p>Metrics = number of students successfully completing programs and certificates and credentials earned</p> <p>League for Innovation's Andy Meyer approved our request</p> <p>Met with TAACCCT Lead to discuss WBF 2.0 and our mission. We will <i>leverage the</i> opportunity to refer our students to the TAACCCT Student Advisor for wrap-around support and guidance into the short-term IT competency based online training</p>	<p>Ongoing</p> <p>Ongoing</p> <p>1/2014</p> <p>Ongoing</p>	<p>Project Director</p> <p>Project Director, Concierge, Student Success Manager</p> <p>Project Director, League for Innovation</p> <p>Project Director, TAACCCT Leads and Student Advisor, Student Success Manager</p>
<p>Job Placement</p> <ul style="list-style-type: none"> • Year 1 = 0 • Year 2 = 75 • Year 3 = 100 <p>Total Placement Goal = 175</p> <p>Year 1 Actual = 0 Year 2 Actual = 34 (will adjust w/Jan 30 report) Year 3 – with the number of students completing this year we plan to hit 175 goal</p>	<p>Continue to maintain direct contact with regional employers for job opportunities and notification of trained student pool, send email to students regarding job postings, students have access to OhioMeansJobs.com</p> <p>Employers review resumes and provide mock interviews</p> <p>Assist in employment preparation of low-income residents with criminal backgrounds</p> <p>Develop relationship with employers willing to hire employees with criminal records, completers will be coached regarding type of information to share with potential employer</p>	<p>Students who've successfully completed their training will apply for jobs in the area of training and obtain employment. Supported Step II Advisory/Employer meeting – 14 new internships week of 1.19.15</p> <p>Ensures students are confidently verbalizing and exhibiting confidence in their skills critical to securing job. Holding mock interviews with Call Center Alliance for every cohort. Utilizing the Pilot Competency Certificate</p> <p>Student is knowledgeable of areas of employment accepting background and successfully secure employment</p> <p>Participants with criminal records will be assisted to choose fields that will be appropriate and open for them. Success in job placement</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Project Director, Public Workforce Partners</p> <p>Employer Advisory Group</p> <p>Public Workforce Partners, Center for Student Success Manager/Advisors</p> <p>Project Director, Coaches, Public Workforce Partners</p>

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Tracking	Develop a system to track above activities and outcomes	Obtain metrics upon demand for reporting, student success stories, surveys, and presentation purposes	Ongoing	Project Director, Student Success Manager, Concierge, RAR
	Refresh - meet with Readiness and Basic Literacy team, TAACCCT partner related to understanding the reporting system related to student tracking	Full understanding of the required tracking system documents and measures of combining these with other partners' numbers	1/2014	Project Director, Student Success Manager, Concierge, MVCTC, TAACCCT Advisor, Student Services, WFD
Additional Activity	<i>Delta College Mentoring Visit</i>	Meeting with grants department, provide recap on Walmart Brighter Futures 1.0, share with each other our Walmart Brighter Futures 2.0 Project plan and introduction to our Center for Student Success model	11/2013 Ongoing	Project Director, Student Success Manager, Grants Office, Project Lead from WBF 1.2
	Onboarding of the Concierge – start date December 30, 2013	Concierge to understand the WBF 2.0 Project, meet the partners, understanding of services provided by Center for Student Success and each partner. Gain understanding of tracking criteria.	1-2/2014	Project Director, Student Success Manager, Concierge
	Explore potentially moving GED preparation to Center for Student Success	Would benefit students having these services managed in same department	1 st quarter, 2014	Student Success Manager, MVCTC, VP
	Attend League for Innovation 2014 Conference in Anaheim, CA	Required Project Lead meeting, panel participant for the conference	3/ 2014	Project Director, Student Success Manager
	Attend League for Innovation 2015 Conference in Boston Massachusetts	Panel participant for the Pilot Project -Competency Certificate Model	3/2015	Project Director, Student Success Manager
	Academic Advising – development of a Career Decision Making Difficulty Questionnaire (CDDQ) (project on hold)	CDDQ – will help identify how prepared the student is to choose a career, identify what career options may be suitable for the student, based upon how the student scores he/she will be placed into a course that best fits	On hold	Academic Advising

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<p>Additional Activity (continued)</p>	<p>Component II: Competency Development and Documentation</p> <p>Continue to work closely with the Step II program and the Internship Coordinator for the success of these students in training and placement</p> <p>Meet training completers goal and job placement goal in Year 3</p>	<p>Provide input/assistance in the design of the competency development and documentation model for purposes of helping students document their skills and have the ability to communicate these skills confidently to employers. College staff and employers will examine what kind of instruments exist that would help employers identify the skills needed for specific jobs or areas of employment. The model will assist employers in understanding the value of different types of credentials. Sinclair WFD has successfully presented the Call Center/Customer Service Certificate to the Call Center Alliance for approval. This certificate is used in the mock interview process with business partners as part of the class program. We have completed and successfully presented the Machine Maintenance Certificate to the WIIN Manufacturing Advisory Team = was approved and applauded.</p> <p>25 Step II students in successful internship programs, completion of their training program and successful job placement</p>	<p>Ongoing</p>	<p>College Project Directors, Industry Representatives, League for Innovation</p> <p>Step II Industry Partners, Internship Coordinator</p> <p>Project Director, Industry Partners, Employer Advisory Groups, Public Workforce Partners</p>