

APPRENTICESHIP PROGRAM: QUICK-START ACTION PLANNER

STEP	WHAT DO I NEED TO GET STARTED?
1	<p>Determine your workforce needs for skilled talent</p> <ul style="list-style-type: none"> Do you have challenges in finding skilled workers? What particular occupations or positions? What are your long-term workforce needs?
2	<p>Identify partners and resources you need (Don't go it alone!)</p> <ul style="list-style-type: none"> Do you want to partner with local workforce agencies or training providers? Do you want/need to partner with local educational providers? Are there community based organizations (CBOs), economic development, or other critical partners that could help make this more successful? Are there existing programs offered by intermediaries such as the local workforce area, community college, industry association, etc. in your area? If you want a Registered Apprenticeship program, work with your local DOL representative to help in design and registration.
3	<p>Determine your classroom training model</p> <ul style="list-style-type: none"> Will you provide classroom instruction in-house or do you want a partner to provide it? Is it important to you to align the instruction piece with other industry credentials? Will you pay for the classroom training or do you need to identify other options?
4	<p>Design and develop your program</p> <ul style="list-style-type: none"> How will you select individuals for your program? Do you want the program to serve new entrants or incumbent (current) workers? How long does it take for someone to be fully proficient in their job? What skills, competencies, and abilities must they learn and know? How will you know they are ready? Based on time, based on competency, or a mixture of both? How will you compensate individuals as their skills and competencies increase? If desired, work with DOL to register your program and receive recognition for meeting the requirements for national registration.
5	<p>Marketing and Implementation</p> <ul style="list-style-type: none"> Conduct marketing and outreach for your program. Recruit and select participants, rewarding prior experience as appropriate. Identify mentors and/or levels of supervision to ensure quality coaching and safety on-the-job. Implement and begin training – both classroom and on-the-job as designed.
6	<p>Assess and Continuously Improve</p> <ul style="list-style-type: none"> Assess the program and participants' success moving forward. Continuously improve the quality of your program over time.