



Illinois
Department of Commerce
& Economic Opportunity

Department of Commerce & Economic Opportunity (DCEO)

Illinois Works Jobs Program

Meeting Starts In: **10:00**





Track III Administrator and Program Manager

Community of Practice (CoP)

Presenter:

- Dr. Norman Ruano

Professional Development Team:

- Dr. Carleta Alston






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Section 2: Program Expectations



By the end of this section, learners will be able to:

- Identify key program characteristics.
- Explain the role of this Community of Practice (CoP).
- Learn key Illinois Works best practices applicable to the Pre-Apprentice Lifecycle
- List the critical Plans that require approval.
- Describe the components of the Coaching Plan.



CoP Rules of Engagement



- This is a forum designed to be semi-structured with Q&A and lots of interaction
- It is important to engage in all the components including the technological tool in place, the LMS
- This is about sharing experiences not only from me to you but also with each other





ILW Track III-Accelerator Program Acceptance





ILW Track III-Accelerator Program Acceptance



- Organizations are identified for the **ILW Track III-Accelerator Program** through the Illinois Works Pre-Apprenticeship Notice of Funding (NOFO) application and review process.
- Exceptions may be granted for qualified renewal organizations based on their prior year(s) performance and/or a recommendation by the Deputy Director.



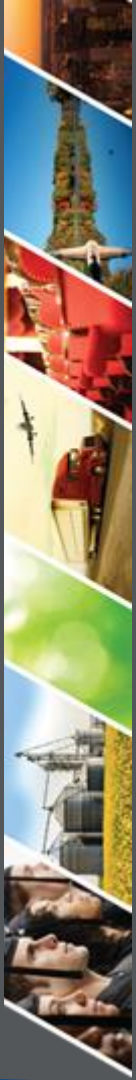


Program Characteristics



- Grantees will be offered upfront funding towards their performance-based reimbursement.
- Grantees will be required to fully engage and complete the ILW Onboarding Program prior to starting their first cohort.
- Grantees will be funded to implement up to two (2) cohorts (no more than 25 participants).
- Cumulatively, a grantee cohort can consist of up-to but not exceed 25 participants (if you choose to only run one cohort).





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ILW Track III-Accelerator Program Tools



- Intensive Coaching
- **Communities of Practice (CoP)**
- ILW Onboarding
- ILW Professional Development Webinars
- In-Person Events
 - Regional Meeting
 - Annual Conference
- Toolbox Tuesday Sessions
- Ongoing Feedback and Monitoring





Illinois Works Professional Development CoP





Community of Practice (CoP)

Track III Administrators & Program Managers ONLY

You are accountable for ensuring your appropriate staff participate in the following:

- Transition Service Coordinators (TSC)
- Trainers and Instructors
- Wrap-around Service Coordinators (WSC)
- Data Entry Coordinators (DEC)





Community of Practice (CoP) – LMS



- Structured peer learning groups aligned by role
- Space to share challenges, strategies, and best practices
- Opportunity to learn from other grantees
- Supported by Illinois Works to promote consistency and improvement





Professional Development Partner Guide



Access the Illinois Works Reporting System



Professional Development



Full List of Resources

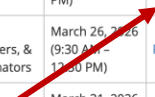


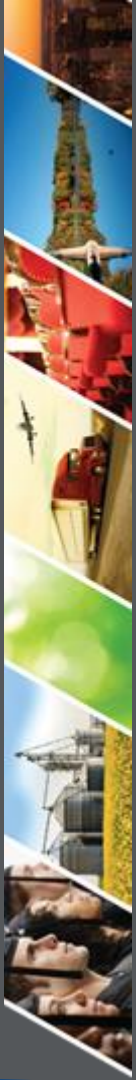
Partner Tool Updates



Professional Development

Event	Event Type	Audience	Date	Registration
Track III Administrators & Program Managers Q1 CoP	Illinois Works Learning Management System (ILW-LMS)	Track III Administrators & Program Managers	March 19, 2026 (10:00 AM - 11:00 AM)	ILW-LMS Login
Instructors and Trainers Q11 CoP	Illinois Works Learning Management System (ILW-LMS)	Instructors, Trainers, & Facilitators, Training Coordinators	March 24, 2026 (4:00 PM - 5:00 PM)	ILW-LMS Login
Program Accreditation & Instructor Certification	Webinar	Administrators, Program Managers, Instructors, Trainers, & Facilitators, Training Coordinators	March 26, 2026 (9:30 AM - 12:00 PM)	Registration
Transition Service Coordinator (TSC) CoP	Illinois Works Learning Management System (ILW-LMS)	Transition Service Coordinator	March 31, 2026 (10:00 AM - 11:30 AM)	ILW-LMS Login
Data Entry Service Coordinator (DEC) CoP	Illinois Works Learning Management System (ILW-LMS)	Data Entry Service Coordinator	April 2, 2026	ILW-LMS Login
Wraparound Service Coordinator (WSC) CoP	Illinois Works Learning Management System (ILW-LMS)	Wraparound Service Coordinator	April 7, 2026	ILW-LMS Login
Toolbox Tuesday - Interpreting Compliance Reports & Payment Summaries	Webinar	Administrators, Program Managers, & Coordinators	April 14, 2026	Registration
Providing Impactful Wrap-Around and Student Support Services	Webinar	All Grantee Administrators & Program Managers	April 21, 2026 (9:30 AM - 12:30 PM)	Registration
Transition Service Coordinator (TSC) CoP	Illinois Works Learning Management System (ILW-LMS)	Transition Service Coordinator	April 28, 2026 (10:00 AM - 11:30 AM)	ILW-LMS Login
Wraparound Service Coordinator (WSC) CoP	Illinois Works Learning Management System (ILW-LMS)	Wraparound Service Coordinator	May 5, 2026	ILW-LMS Login





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Illinois Works Best Practices at Various Stages of the Pre-Apprentice Lifecycle



Best practices:

- Before Programming:
 - Onboarding (training)
 - Admin Onboarding
 - Budget
 - Grant Agreement





Illinois Works Best Practices at Various Stages of the Pre-Apprentice Lifecycle



Best practices:

- Before Programming:
 - Staffing (including Instructors)
 - Participant Leads (mismatch)
 - Coaching (engagement)
 - Curriculum
 - Facilities





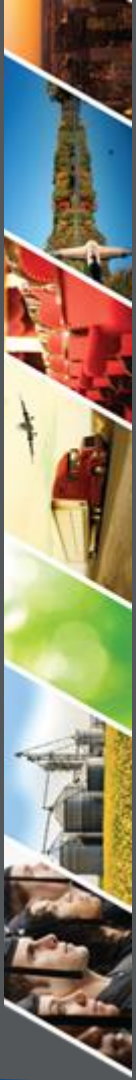
Grant Management Plan Approvals



What is the status of your:

- Budget Approval
- Marketing Plan Approval
- Staffing Plan Approval
- Curriculum Approval
- Work Plan Approval





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Intensive Coaching





Intensive Coaching: Duration





Intensive Coaching – Your Role



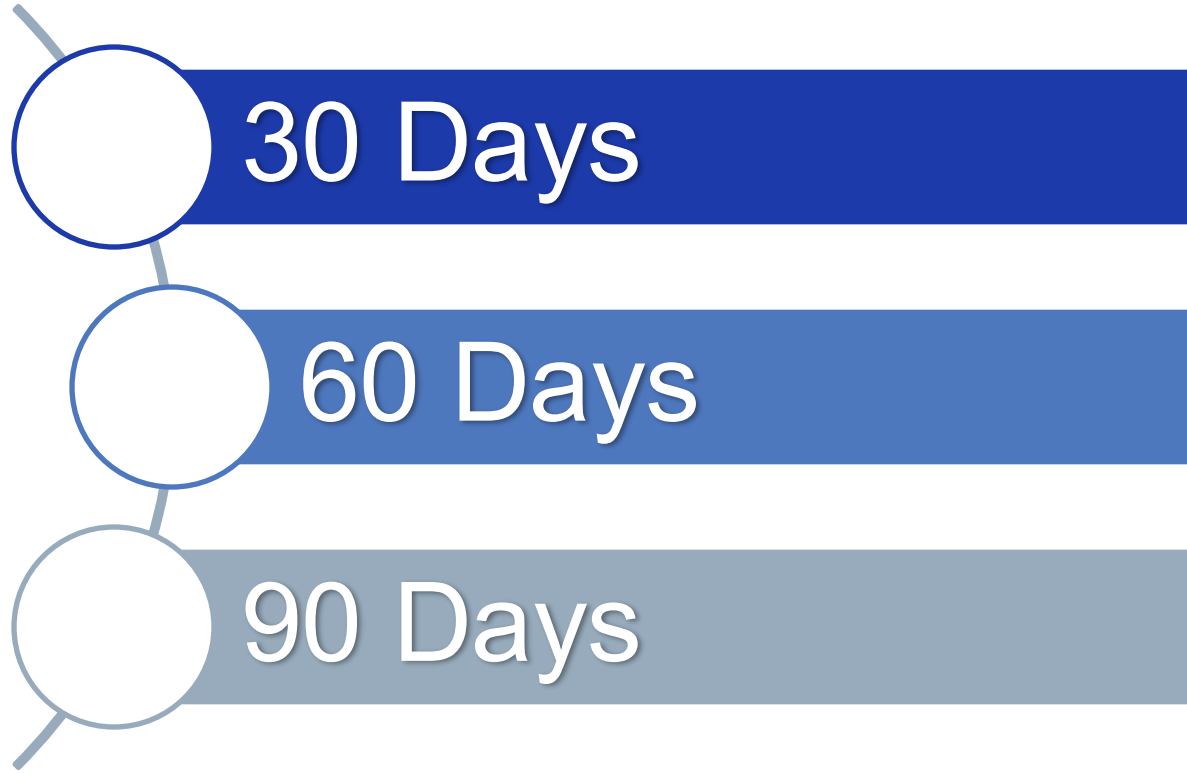
- Actively participate in scheduled coaching sessions
- Complete assigned action items between sessions
- Communicate barriers early so coaching can adapt

Coaching is most effective when grantees treat it as a working partnership, not a reporting requirement.





Intensive Coaching – Checklist





Coaching Plan and Performance Expectations

First **30 Days**:



- Grant Manager approved Budget
- Grant Manager approved Marketing Plan
- Grant Manager approved Staffing Plan
- Grant Manager approved Curriculum
- Grant Manager approved Work Plan
- Data Quality Management Plan
- Policies and procedures in place to ensure relevant staff attend ALL required onboarding sessions.



Coaching Plan and Performance Expectations



Follow-up **Action Steps:**

- Step 1: Probation [Corrective Action]
- Step 2: Cancellation of Agreement
- Step 3: Denied Future DCEO Funding





Intensive Coaching – How We Use Monday.com

- Central hub for Track III coaching activity
- Tracks coaching hours, focus areas, and follow-ups
- Houses action items, feedback, and documentation
- Supports transparency, accountability, and consistency



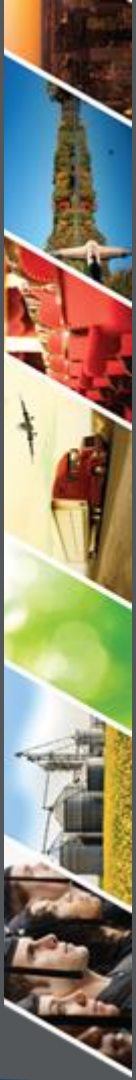
2025 Program Coaching Items: Track 3 ▾

Main table ▾ Dashboard Table Table +

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Program Coaching Dashboard TEMPLATE

Item	Coach	Date Open	Status	Date Closed	Needs Assessment Question	Priority	Notes	Supporting Docu...	Recommend Clos
Question 1	👤	📅	Not Open		Are there dedicated instructors certified to deliver OSHA 10-Hour Construction, First Aid/CPR Curriculum Training?	Tier 2			
Question 2	👤	📅	Not Open		Is your organization credentialled to deliver TradesFutures, NCCER, ICCB, or other approved curricula?	Tier 1			
Question 3	👤	📅	Not Open		Is your organization planning to use NCCER CareerSafe OSHA 10-Hour Construction curriculum?	Tier 1			
Question 4	👤	📅	Not Open		Does your organization have an internal dedicated role as liaison for their respective accrediting body (i.e. Curriculum Manager, TradesFutures, Manager ...	Tier 2			
Question 5	👤	📅	Not Open		Does your team have the necessary partnerships (including written agreements/MOUs) to deliver the required training services?	Tier 2			
Question 6	👤	📅	Not Open		Does your organization have a dedicated instructor to teach the 40-hour requirement for Mathematics?	Tier 2			
Question 7	👤	📅	Not Open		Does your organization have an instructor training schedule for each cohort (including dates and times)?	Tier 4			
Question 8	👤	📅	Not Open		Does the organization have access to TradesFutures, NCCER ICCB, or other approved Online System, for student digital testing, assessments, records m...	Tier 3			
Question 9	👤	📅	Not Open		Does your organizations have a process in place to track Program Completions and Remediations?	Tier 4			
Question 10	👤	📅	Not Open		Does your program have the tool requirements for the TradesFutures MCS/NCCER Core/CCB/other construction curriculum approved by ILWPP? Does ...	Tier 2			
Question 11	👤	📅	Not Open		Does your organization implement the PPE policy of ILWPP? (Grantees are responsible for maintaining personal protective equipment (PPE)).	Tier 1			
Question 12	👤	📅	Not Open		Does your organization adhere to the PPE policy of ILWPP?	Tier 1			
Question 13	👤	📅	Not Open		Does your organization have a strategy in place to uphold Diversity, Inclusion, Equity, and Belonging practices?	Tier 2			
Question 14	👤	📅	Not Open		Are all of your organizational needs met regarding training delivery?	Tier 2			
Question 15	👤	📅	Not Open		Does the organization have a comprehensive Marketing Plan?	Tier 2			
Question 16	👤	📅	Not Open		Does your organization's Marketing Plan have a minimum of seven outreach and recruitment touchpoints?	Tier 2			
Question 17	👤	📅	Not Open		Does your organization have partners that will help recruit participants?	Tier 2			
Question 18	👤	📅	Not Open		Are all other needs met regarding marketing, outreach, and recruitment?	Tier 4			
Question 19	👤	📅	Not Open		Does your organization have a clearly defined process for helping potential applicants matriculate through the application process including pre-screen...	Tier 3			
Question 20	👤	📅	Not Open		Does your organization have a clear process for ensuring age and other eligibility requirements (State of Illinois Residence, High School/GED/HSET, and ...	Tier 2			



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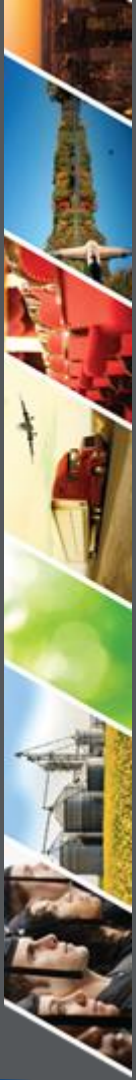
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Thank You!



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