



**Illinois**  
**Department of Commerce**  
& Economic Opportunity



**ILLINOIS WORKS**

Department of Commerce & Economic Opportunity (DCEO)

# Illinois Works Pre-Apprenticeship Program

Illinois Works Coaching Needs Assessment Questionnaire



**ILLINOIS WORKS**  
Pre-Apprenticeship Program



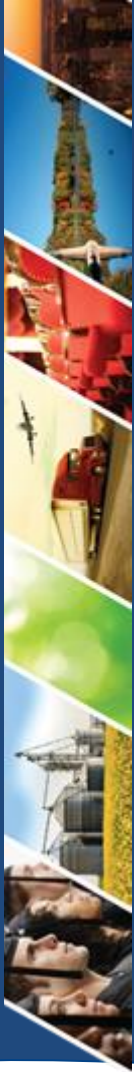


# Course Description



Illinois Works is an exciting initiative that creates opportunities for Illinois residents, businesses, communities, and families. Substantial funding has been made available for the Illinois Works Job Program Act and its three key programs. Most relevant for this orientation is the Illinois Works Pre-Apprenticeship Program

The Illinois Works Pre-Apprenticeship Program provides extensive professional development to support the success of its grantees, including Program Coaching. The goal of **Program Coaching** is to provide grantees with customized **support** in the following domains; Instructional Certifications, Pre-apprentice LifeCycle, and Business Development. Program Coaching is a tailored service driven by a comprehensive needs analysis; including the Illinois Works Coaching Needs Assessment.





# ILW Pre-Apprenticeship Team

- Dr. Norman Ruano, Deputy Director of Illinois Works
- Mr. Dan Martinez, Grant Manager
- Mr. Steven Scott, Grant Manager
- Ms. Monica Pruitt, Grant Manager
- Dr. Ana Bedard, Training Analyst and Program Coach
- Dr. Vera Lee Robinson, Training Analyst and Program Coach
- Dr. Gia Suggs, Professional Development Lead, Training Analyst, and Program Coach





# Course Objectives

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

- Access the 2024 Grantee Manual.
- Differentiate between Professional Development and Technical Assistance.
- Explain the role of a Program Coach.
- Describe the expectations of the ILW Tracks (Track I, Track II, and Track III).
- Identify the data that will be used to assess program readiness.
- Accurately complete the Illinois Works Coaching Needs Assessment Questionnaire.





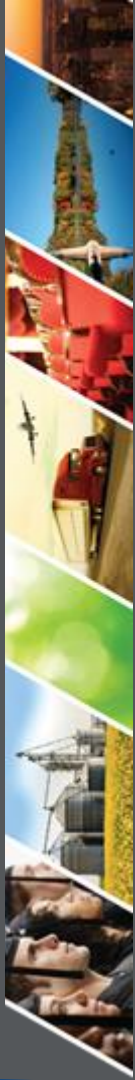


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Pre-Apprenticeship Program

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# Module 2: Welcome and Introduction

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

- Identify their fellow session participants.
- Use the Webex features and functions to fully participate in the training.
- Identify what they uniquely contribute as an ILW grantee.





# Webex Tutorial

The screenshot shows a Webex meeting window with a 2x3 grid of participants. A dashed blue line connects the 'Meeting info' tab to the 'Feature Planning Meeting' sidebar. A red arrow points from the 'Mute' button in the bottom toolbar to the 'Mute/Unmute' feature in the list. Two red arrows point from the 'Stop video' and 'Share' buttons to the 'Stop/Start Video' and 'Raise Hand' features. Another red arrow points from the 'Apps' button to the 'Emojis' and 'Chat' features.

Webex Meeting info Show menu bar 12:40 Layout

Feature Planning Meeting  
Host: Clarissa Smith  
Copy meeting link Invite and remind

General Security

Meeting link  
<https://example.webex.com/go/j.php?MTID=md2baae7e4b0f5be8496394427fae7>

Mute Stop video Share Record

Apps

- Mute/Unmute
- Stop/Start Video
- Raise Hand
- Emojis
- Chat



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Comments, feedback, or questions?

Email us at:

**CEO.IllinoisWorks@Illinois.Gov**



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- Your Name
- Organization/Agency
- Role
- Geographic Location

### 2024 Illinois Works Coaching Needs Assessment





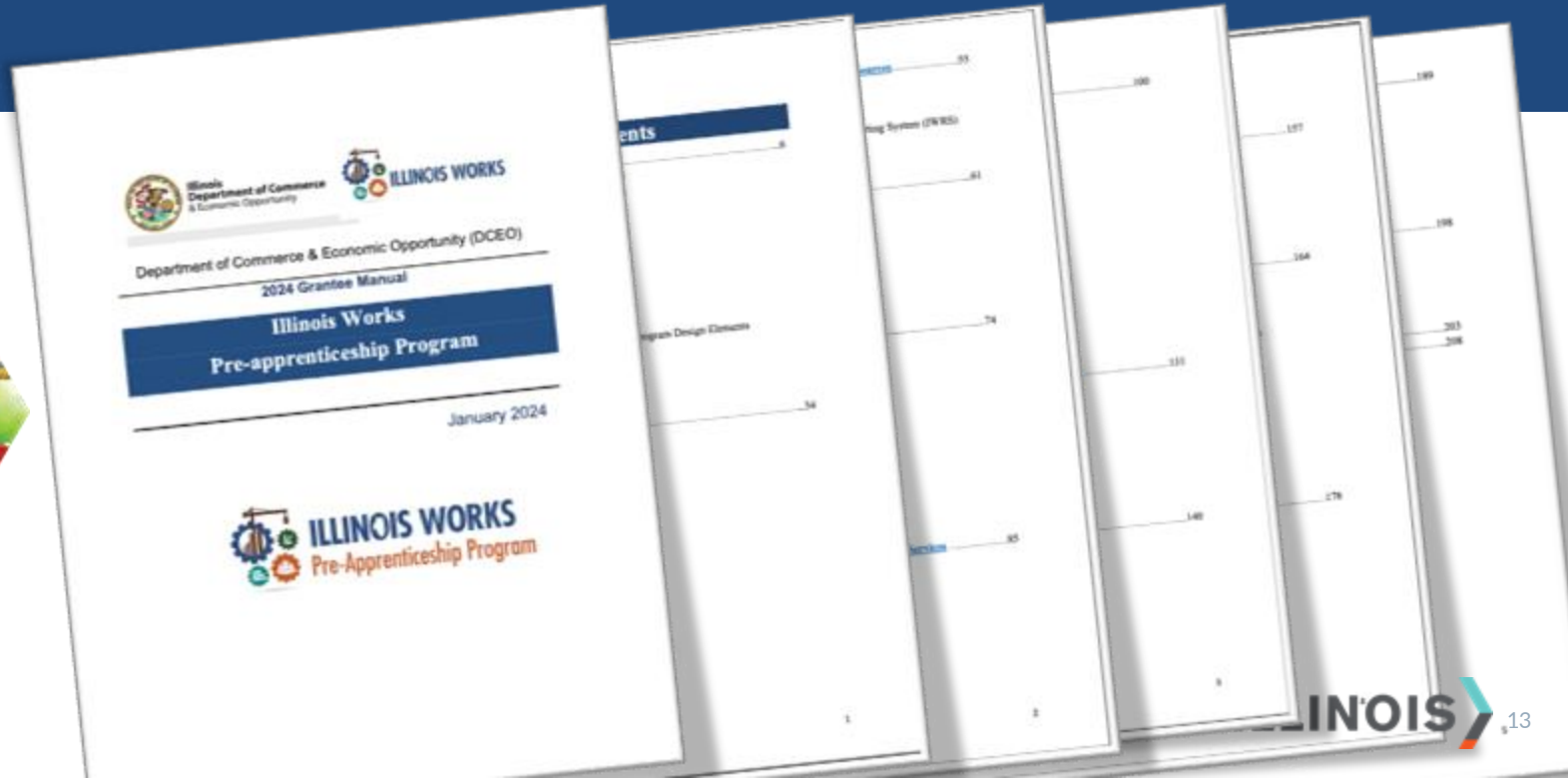
## Question:

*“What does your program uniquely contribute, as an ILW grantee?”*

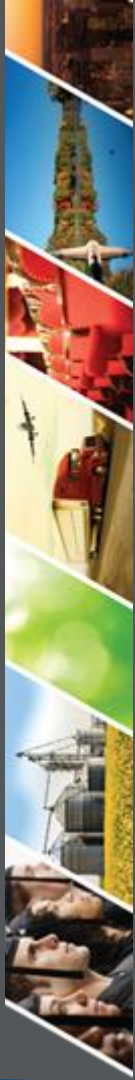




# 2024 Grantee Manual







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# Module 3: Program Coaching Overview

- Differentiate between professional development and technical assistance.
- Describe the Illinois Works Coaching Program.
- Explain the expectations of the three tracks.
- List the data sources for the program readiness criteria.





# Professional Development/Technical Assistance





# Program Coaching Versus Technical Assistance



**Table 24: Coaching vs. Technical Assistance**

<b>Coaching</b>	<b>Technical Assistance</b>
<b>Proactive</b>	Responsive/Reactive
<b>Prevention/Mitigation</b>	Intervention/Course Correction
<b>Preemptive Supporting</b>	Troubleshooting/Problem Solving
<b>Driven by Needs Analysis</b>	Driven by Program Reports
<b>Regularly Scheduled</b>	As-needed Basis



# Professional Development







# Professional Development





# Program Coaching





# Program Coaching





# Track Designations



Grantees will be assessed for **program readiness**. **Grantee Track Designations** is the result of a **comprehensive needs analysis** process that considers the available information resulting from the NOFO, contracting, and renewal processes, among others.

**Renewal Grantees** will have the additional benefit of their previous year's performance outcomes to help inform their track designation.

**The needs analysis produces *red flags which are warning signals that indicate a potential performance concern.***



# Track Designations – Needs Analysis



- Internal Controls Questionnaire (ICQ)
- DCEO Programmatic Risk Assessment
- NOFO Reviewers' Application Evaluation Scoring Sheets and Notes
- ILW Coaching Needs Assessment Questionnaire
- Per the Direction of the Illinois Works Deputy Director
- Monthly Compliance Reports (for Renewal grantees only)
- Prior Year Performance Outcomes (for Renewal grantees only)



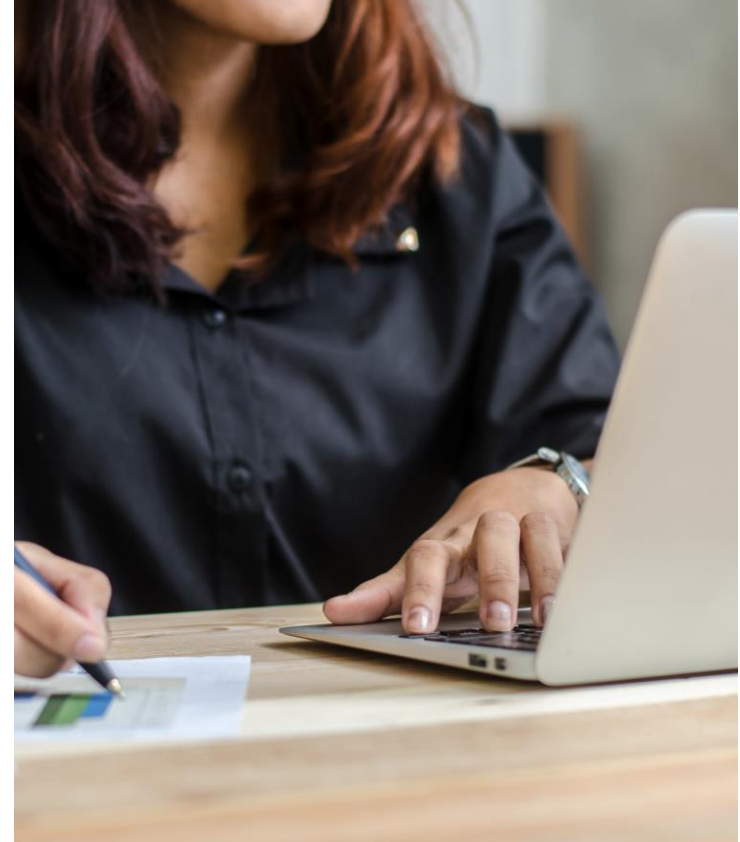




# Internal Professional Development Plan



- Title/Role Expectations
- Professional Development
- Events
- Approved Staff





# Track Designations





# Track III – Accelerator Program





# Program Coaching



- Instructional Certifications
- Pre-apprenticeship Lifecycle
- Business Development



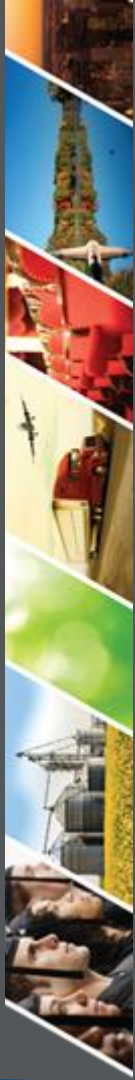




# ILW Grantee Coaching Needs Assessment Questionnaire







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# Module 4: ILW Grantee Coaching Needs Assessment Questionnaire

- By the end of this section, you will be able to:
- Accurately complete the ILW Grantee Coaching Needs Assessment Questionnaire.





# ILW Grantee Coaching Needs Assessment



## Coaching Needs Assessment Questionnaire

### PRE-APPRENTICESHIP CURRICULUM & INSTRUCTION QUESTIONS

1. Are there dedicated instructors certified to deliver OSHA, First Aid/CPR, Curriculum Training?
  - IF NO - Coaching needed.
  - IF YES - Request the start and end date of their current Certification(s).
2. Is your organization evaluated to deliver Trades/States, NCCER, ICCB, or other approved curricula?
  - IF NO - Coaching needed.
  - IF YES - Please describe current accreditation (i.e., NCCER Accredited Training Unit, or a subdivision of a State (Trades/States), ATE, etc.).
3. Does your organization have access to your accrediting body's (i.e., Trades/States, NCCER, ICCB, etc.) online system for student digital testing?
  - IF NO - Coaching needed.
  - IF YES - Confirm access.
4. Does your organization have an internal dedicated role as liaison for their respective accrediting body (i.e., Curriculum Manager, Trades/States Manager, or NCCER Master Trainer and/or Sponsor Representative)?
  - IF NO - Coaching needed.
  - IF YES - Request the name and contact information of the dedicated person.
5. Does your team have the necessary partnerships to deliver the required training services?
  - IF NO - Coaching is needed.
  - IF YES - Confirm partnerships (signed agreement, MOUs, etc.).
6. Does your organization have a dedicated instructor to teach the 40-hour requirement for Mathematics?
  - IF NO - Coaching is needed.
  - IF YES - Confirm partnerships (signed agreement, MOUs, etc.).
7. Does your organization have an instructor training schedule for each cohort (including dates and times)?
  - IF NO - Coaching needed.
  - IF YES - Request a schedule.
8. Does the organization have access to Trades/States/NCCER Online System, for student digital testing, assessments, records management, and performance evaluations?
  - IF NO - Coaching needed.



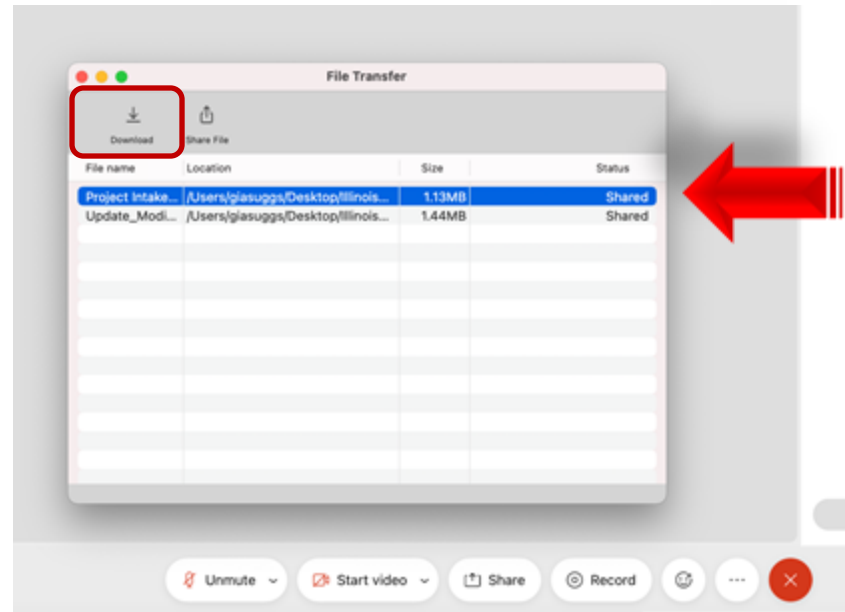


# ILW Grantee Coaching Needs Assessment Questionnaire





# ILW Grantee Coaching Needs Assessment Questionnaire







# Instructional Certification



 **ILLINOIS WORKS**  
The Apprenticeship Program

Coaching Needs Assessment Questionnaire

**PRE-APPRENTICESHIP CURRICULUM & INSTRUCTION QUESTIONS** 

1. Are there dedicated instructors certified to deliver OSHA, First Aid/CPR/Certified?
  - IF NO - Coaching needed.
  - IF YES - Request the start and end date of their current Certification(s).
2. Is your organization embroiled to deliver Trade/Union, NCCER, ICCB, or other approved curricula?
  - IF NO - Coaching needed.
  - IF YES - Please describe current accreditation (i.e., NCCER Accredited Training Unit, or a subdivision of a Union (Trade/Union), ATS, etc.).
3. Does your organization have access to your accrediting body's (i.e., Trade/Union, NCCER, ICCB, etc.) online system for student digital testing?
  - IF NO - Coaching needed.
  - IF YES - Confirm access.
4. Does your organization have an internal dedicated role as liaison for their respective accrediting body (i.e., Curriculum Manager, Trade/Union Manager, or NCCER Master Trainer and/or Sponsor Representative)?
  - IF NO - Coaching needed.
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8. Does the organization have access to Trade/Union/NCCER Online System, for student digital testing, assessments, records management, and performance evaluations?
  - IF NO - Coaching needed.





# Marketing, Outreach, and Recruitment



- If YES - Request proof of system access.
- 9. Does your organization have a process in place to track Program Completions and Recommendations?
  - If NO - Coaching needed.
  - If YES - Request proof of process.
- 10. Does your program have a classroom and work lab set up (with relevant equipment and materials) for training?
  - If NO - Coaching needed.
  - If YES - Request location(s).
- 11. Are all of your organizational needs met regarding training delivery?
  - If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.

## **PRE-APPRENTICESHIP PROGRAMMING QUESTIONS**

### **Marketing, Outreach, and Recruitment**

- 12. Does your organization have a completed Marketing Plan?
  - If NO - Coaching needed.
  - If YES - Request a copy.
- 13. Does your organization have an effective Outreach and Recruitment Plan that includes at least seven touchpoints?
  - If NO - Coaching needed.
  - If YES - Request a copy.
- 14. Does your organization have partners that will help recruit participants?
  - If NO - Coaching needed.
  - If YES - Please explain.
- 15. Does your organization have a strategy in place to uphold Diversity, Inclusion Equity, and Belonging practices?
  - If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.
- 16. Are all other needs met regarding marketing and outreach?
  - If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.

### **Application**

- 17. Does your organization have a clearly defined process for helping potential applicants navigate through the application process (including pre-screening, application, interview, and decision letter (see Section 3: Program Application and Intake) in the Creative Manual)?
  - If NO - Coaching needed.
  - If YES - Request a copy of the plan.





# Applications



- If YES - Request proof of system access.
- 9. Does your organization have a process in place to track Program Completions and Remediations?
  - If NO - Coaching needed.
  - If YES - Request proof of process.
- 10. Does your program have a classroom and work labs set up (with relevant equipment and materials) for training?
  - If NO - Coaching needed.
  - If YES - Request location(s).
- 11. Are all of your organizational needs met regarding training delivery?
  - If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.

## **PRE-APPRENTICESHIP PROGRAMMING QUESTIONS**

### **Marketing, Outreach, and Recruitment**

- 12. Does your organization have a comprehensive Marketing Plan?
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- 17. Does your organization have a clearly defined process for helping potential applicants navigate through the application process (including pre-screening, application, interview, and decision letter (see Section 3: Program Application and Intake) in the Creative Manual)?
  - If NO - Coaching needed.
  - If YES - Request a copy of the plan.







# Intake and Wrap-Around Services



18. Are all other needs met regarding the application process?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.

## **Intake and Wrap-Around Services**

19. Does your organization have a clear process for Intake for Excellence?
- IF NO - Coaching needed.
  - IF YES - Request the Process document.

20. Does your organization have a Wraparound Services Plan? (see Exhibit 15) in the 2024 Grantee Manual Wrap Around Services Plan & Template Document
- IF NO - Coaching needed.
  - IF YES - Request a copy of the Plan.

21. Has your organization identified the list of wrap-around services necessary to best serve their target population?
- IF NO - Coaching needed.
  - IF YES - Request the list.

22. Does your organization have internal and/or external (i.e., partners) resources for each of your identified wrap-around services? (See a list of allowable costs on pages 92-93 (if there is a need that is not on the list, request approval for the service.)
- IF NO - Coaching needed.
  - IF YES - Request a list of internal and external resources.

23. Does your organization have a list of verified Wrap-Around Services Partners, MOUs and/or Partnership Agreements? (see page 92L of the Grantee Manual for a sample MOU Template).
- IF NO - Coaching needed.
  - IF YES - Request a copy of the list (and verify the entry in the IWKS system).

24. Are all other needs met regarding wrap-around services?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.

## **Student Support Services**

25. Has your organization identified the list of support services necessary to best serve its target population? (See a list of allowable costs on pages 92-96 (if there is a need that is not on the list, request approval for the service.)
- IF NO - Coaching is needed.
  - IF YES - Request the list.

26. Are there any internal and/or external (i.e., partners) resources for each of your identified student support services?
- IF NO - Coaching needed.
  - IF YES - Request a list of internal and external resources.





# Student Support Services



18. Are all other needs met regarding the application process?

- IF NO - Coaching needed.
- IF YES - No additional follow-up is necessary.

**Intake and Wrap-Around Services**

19. Does your organization have a clear process in place for Enrollment?

- IF NO - Coaching needed.
- IF YES - Request the Process document.

20. Does your organization have a Wraparound Services Plan? (see Exhibit 13) in the 2024 Grantee Manual.

Wrap-Around Services Plan & Template Document

- IF NO - Coaching needed.
- IF YES - Request a copy of the Plan.

21. Has your organization identified the list of wrap-around services necessary to best serve their target population?

- IF NO - Coaching needed.
- IF YES - Request the list.

22. Does your organization have internal and/or external (i.e., partner) resources for each of your identified wrap-around services? See a list of allowable costs on pages 92-95 (if there is a need that is not on the list, request approval for the service.)

- IF NO - Coaching is needed.
- IF YES - Request a list of internal and external resources.

23. Does your organization have a list of verified Wrap-Around Services Partners, MOUs and/or Partnership Agreements? (see page XXI of the Grantee Manual for a sample MOU Template).

- IF NO - Coaching needed.
- IF YES - Request a copy of the list (and verify the entry in the DWRS system).

24. Are all other needs met regarding wrap-around services?

- IF NO - Coaching is needed.
- IF YES - No additional follow-up is necessary.

**Student Support Services**

25. Has your organization selected the list of support services necessary to best serve its target population? See a list of allowable costs on pages 92-96 (if there is a need that is not on the list, request approval for that service).

- IF NO - Coaching is needed.
- IF YES - Request the list.

26. Are there any internal and/or external (i.e., partner) resources for each of your identified student support services?

- IF NO - Coaching needed.
- IF YES - Request a list of internal and external resources.







# Program Completion and Transition



27. Is there a plan for tracking, paying, and reporting performance-based stipends (see pages 98-99 in the Grantee Manual)?
- If NO - Coaching needed.
  - If YES - Request a copy of the list (and verify the entry in TWRS system).
28. Does your organization have a list of verified Student Support Services Partners with MOC's and/or Partnership Agreements?
- If NO - Coaching needed.
  - If YES - Request a copy of the list (and verify the entry in TWRS system).
29. Are all other needs met regarding student support services?
- If YES - Coaching is needed.
  - If NO - No additional follow-up is necessary.

## Program Completion & Transition

30. Has your organization developed a comprehensive list of transition opportunities based on the needs of your target population and incoming cohorts (i.e., union training DOL, Registered Apprenticeship programs (RAPs), advanced construction training, construction job placement, etc.)? See transition services on pages 147-151.
- If NO - Coaching needed.
  - If YES - Request a list (both formal and informal partnerships and relationships).
31. Has your organization incorporated the ILW career assessment and transition plan into your internal processes? (See Exhibit 5 in the Grantee Manual).
- If NO - Coaching is needed.
  - If YES - Please explain.
32. Has your organization developed a Program Completion Process, aligning career assessment and transition goals for Primary and Secondary transitions? (See Section 8: Program Completion, Transition Services, and Follow-up).
33. Does your organization have a process in place for Transition Verifications? (see page 221 in the Grantee Manual).
- If NO - Coaching needed.
  - If YES - Request a copy of the plan.
34. Are all other needs met regarding transition services?
- If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.

## Follow-Up

35. Has your organization incorporated the ILW follow-up activities (see pages 156-157) in the grantee manual) into your internal processes (short-term and long-term)?
- If NO - Coaching needed.
  - If YES - Please explain.





# Follow-Up



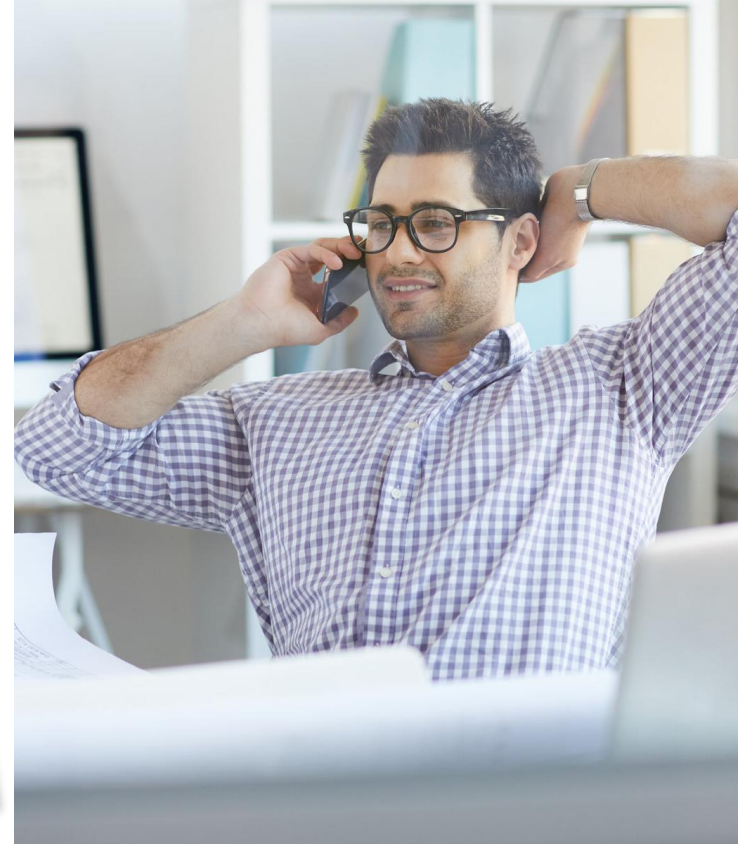
27. Is there a plan for tracking, paying, and reporting performance-based stipends (see pages 98-99 in the Grants Manual)?
- If NO - Coaching needed.
  - If YES - Request a copy of the list (and verify the entry in TWES system).
28. Does your organization have a list of verified Student Support Services Partners with MOU's and/or Partnership Agreements?
- If NO - Coaching needed.
  - If YES - Request a copy of the list (and verify the entry in TWES system).
29. Are all other needs met regarding student support services?
- If YES - Coaching is needed.
  - If NO - No additional follow-up necessary.

## Program Completion & Transition

30. Has your organization developed a comprehensive list of transition opportunities based on the needs of your target population and incoming cohorts (i.e., transition/DOL Registered Apprenticeship programs (RAAPS), advanced construction training, construction job placement, etc.)? See transition services on pages 147-151.
- If NO - Coaching needed.
  - If YES - Request a list (both formal and informal partnerships and relationships).
31. Has your organization incorporated the E/W career assessment and transition plan into your internal processes? (See Exhibit 5 in the Grants Manual).
- If NO - Coaching is needed.
  - If YES - Please explain.
32. Has your organization developed a Program Completion Process, aligning career assessment and transition goals for Primary and Secondary transitions? (See Section 8: Program Completion, Transition Services, and Follow-up).
33. Does your organization have a process in place for Transition Verifications? (see page 223 in the Grants Manual).
- If NO - Coaching needed.
  - If YES - Request a copy of the plan.
34. Are all other needs met regarding transition services?
- If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.

## Follow-Up

35. Has your organization incorporated the E/W follow-up activities (see pages 156-157) in the grants manual into your internal processes (short-term and long-term)?
- If NO - Coaching needed.
  - If YES - Please explain.





# IWRS Data Entry



36. Is there a plan for responding to NII's follow-up with your organization in conjunction with the longitudinal study (see pages 215-216 in the Grantee Manual)?
- IF NO - Coaching needed.
  - IF YES - Please explain.
37. Are all other needs met regarding follow-up services?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.

## **IWRS Data Entry**

38. Does your organization have a process in place for Data Quality Management?
- IF NO - Coaching needed.
  - IF YES - Please provide the process document.
39. Does your organization have a plan for the timely entry of your program's data into IWRS including by whom, frequency, etc. (see pages 182-184 in the Grantee Manual)?
- IF NO - Coaching needed.
  - IF YES - Please explain.
40. Have data entry personnel received informal/formal training on IWRS?
- IF NO - Coaching needed.
  - IF YES - Please describe.
41. Has your organization developed a comprehensive data entry process for reporting PFR/PFR requirements? (See page 196 of the Grantee Manual).
- IF NO - Coaching needed.
  - IF YES - Request a copy of the list (and verify the entry in IWRS system).
42. Are all other needs met regarding IWRS?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.

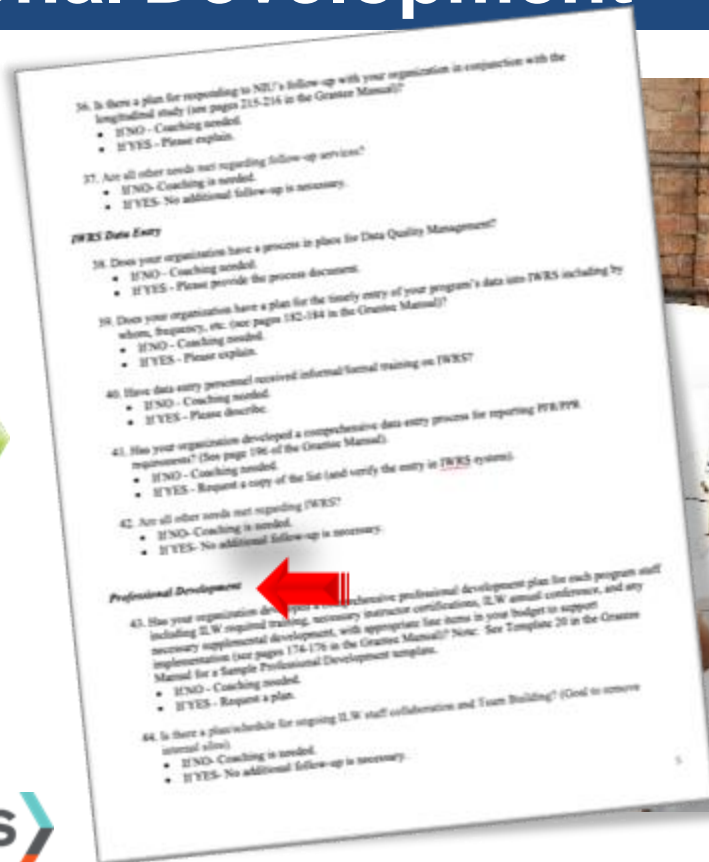
## **Professional Development**

43. Has your organization developed a comprehensive professional development plan for each program staff including ILW required training, necessary instructor certifications, ILW annual conference, and any necessary supplemental development, with appropriate line items in your budget to support implementation (see pages 174-176 in the Grantee Manual)? Note: See Template 20 in the Grantee Manual for a Sample Professional Development template.
- IF NO - Coaching needed.
  - IF YES - Request a plan.
44. Is there a plan/schedule for ongoing ILW staff collaboration and Team Building? (Goal to remove internal silos).
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.





# Professional Development







# Board Development



45. Are all other needs met regarding professional development?
- If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.

## **BUSINESS DEVELOPMENT QUESTIONS**

### **Board Development**

46. Has your organization developed a Board of Directors?
- If NO - Coaching needed.
  - If YES - Please describe.
47. Is the Board engaged, and knowledgeable about ILW Programming and Grant requirements?
- If NO - Coaching needed.
  - If YES - No further action.
48. Has your Business procured the necessary licenses, permits, and rental agreements required for a business for the start-up?
- If NO - Coaching needed.
  - If YES - No further action.
49. Does your organization have a clear mission and vision that aligns with the core values of the ILW Grant? (See page 36 of the Grantee Manual for details)
- If NO - Coaching needed.
  - If YES - No further action.
50. Are all other needs met regarding Board Development?
- If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.

### **Strategic Staffing/Organizational Capacity**

51. Does your organization have a comprehensive Hiring and Staffing plan that includes all of the ILW required roles (see Staff Roles on pages 56-58 in the Grantee Manual)?
- If NO - Coaching needed.
  - If YES - Request a copy of the Staffing Plan.
52. Are policies and procedures in place to ensure staff have the required skill sets for the roles they are hired to perform? (See Grantee Manual page 56-58 for an explanation of Staff Roles).
- If NO - Coaching needed.
  - If YES - No additional follow-up is necessary.
53. Is the organization's current capacity sufficient to execute the ILW Grant expectations?
- If NO - Coaching needed.
  - If YES - No additional follow-up is necessary.
54. Do staff performance expectations align with ILW Grant activities?
- If NO - Coaching needed.







# Strategic Staffing/Organizational Capacity



45. Are all other needs met regarding professional development?
- If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.

## **BUSINESS DEVELOPMENT QUESTIONS**

### **Board Development**

46. Has your organization developed a Board of Directors?
- If NO - Coaching needed.
  - If YES - Please describe.
47. Is the Board engaged, and knowledgeable about ILW Programming and Grant requirements?
- If NO - Coaching needed.
  - If YES - No further action.
48. Has your Business procured the necessary licenses, permits, and rental agreements required for a business for the start-up?
- If NO - Coaching needed.
  - If YES - No further action.
49. Does your organization have a clear mission and vision that aligns with the core values of the ILW Grant? (See page 16 of the Grantee Manual for details)
- If NO - Coaching needed.
  - If YES - No further action.
50. Are all other needs met regarding Board Development?
- If NO - Coaching is needed.
  - If YES - No additional follow-up is necessary.

### **Strategic Staffing/Organizational Capacity**

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- If NO - Coaching needed.
  - If YES - No additional follow-up is necessary.
53. Is the organization's current capacity sufficient to execute the ILW Grant expectations?
- If NO - Coaching needed.
  - If YES - No additional follow-up is necessary.
54. Do staff performance expectations align with ILW Grant activities?
- If NO - Coaching needed.





# Professional Communication/Presentation Skills



- IF YES - No additional follow-up is necessary.
35. Are all other needs met regarding staffing or organizational capacity?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.
- Professional Communication/Presentation Skills**
36. Does your ILW staff currently have the necessary technical communication or presentation skills?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.
37. Does your organization have a process in place that provides guidance for delivering feedback/engaging in difficult conversations?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.
38. Is there a plan for media and/or Public Relations (PR) communications (including designated individuals for interviews, press releases, etc.)?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
39. Are all other needs met regarding communication or presentation skills (i.e., media interviews, conference presentations, etc.)?
- IF YES - Coaching is needed.
  - IF NO - No additional follow-up is necessary.
- Budgeting/Cash Flow/Billing**
40. Does your program have a comprehensive ILW Pre-Apprenticeship Program budget (with an anticipated challenge)?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.
41. Does your program have the necessary cash flow between now and the first ILW reimbursement (approximately 90 days)?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
42. Is there a dedicated staff member who will retain receipts and submit them for reimbursement in compliance with the State of Illinois Grant Reporting System (IGRS) (Section 11: Finance, Records and Reports in the Grantor Manual)?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
43. Does your organization know how to manage a Performance-Based Pay Model (see pages 199-204 in the Grantor Manual)?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.





# Budgeting/Cash Flow/Billing



• IF YES - No additional follow-up is necessary.

35. Are all other needs met regarding staffing or organizational capacity?

- IF NO - Coaching is needed.
- IF YES - No additional follow-up is necessary.

**Professional Communication/Presentation Skills**

56. Does your ILW staff currently have the necessary professional communication or presentation skills?

- IF NO - Coaching is needed.
- IF YES - No additional follow-up is necessary.

57. Does your organization have a process in place that provides guidance for delivering feedback/engaging in difficult conversations?


- IF NO - Coaching is needed.
- IF YES - No additional follow-up is necessary.

58. Is there a plan for media and/or Public Relations (PR) communications (including designated individuals for interviews, press releases, etc.)?

- IF NO - Coaching needed.
- IF YES - No additional follow-up is necessary.

59. Are all other needs met regarding communication or presentation skills (i.e., media interviews, conference presentations, etc.)?

- IF YES - Coaching is needed.
- IF NO - No additional follow-up is necessary.

**Budgeting/Cash Flow/Billing** 

60. Does your program have a comprehensive ILW Pre-Apprenticeship Program budget (with an anticipated challenges)?

- IF NO - Coaching is needed.
- IF YES - No additional follow-up is necessary.

61. Does your program have the necessary cash flow between now and the first ILW reimbursement (approximately 90 days)?

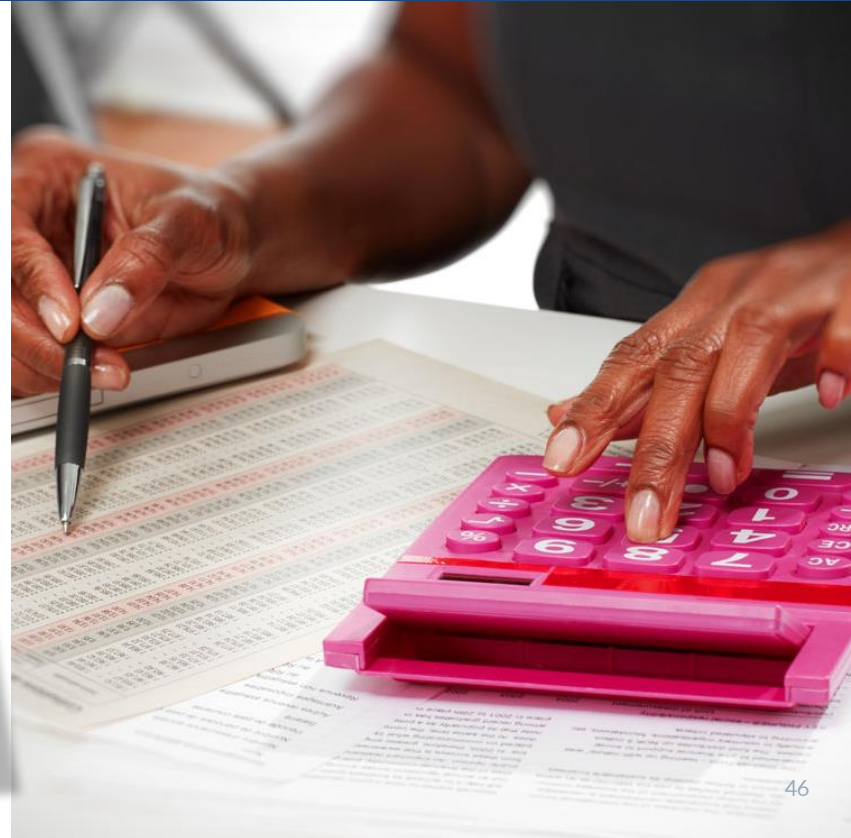
- IF NO - Coaching needed.
- IF YES - No additional follow-up is necessary.

62. Is there a dedicated staff member who will retain receipts and submit them for reimbursement in compliance with the State of Illinois Grant Reporting System (IGRS) (Section 11: Finance, Records and Reports in the Grantor Manual)?

- IF NO - Coaching needed.
- IF YES - No additional follow-up is necessary.

63. Does your organization know how to manage a Performance-Based Pay Model (see pages 199-204 in the Grantor Manual)?

- IF NO - Coaching needed.
- IF YES - No additional follow-up is necessary.







# Program Development



64. Are all other needs met regarding budgeting, cash flow, or billing?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.

## Program Development

65. Does your organization have a plan for incorporating ILW into your current program/business model?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
66. Has your organization established a plan for Program Development and Implementation?
- IF NO - Coaching needed.
  - IF YES - Request a plan.
67. Does the organization have a Continuous Improvement Plan?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
68. Are all of the ILW Pre-Apprenticeship program staff aware of the performance benchmarks in place to achieve program outcomes?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
69. Is there a plan for Program Evaluation?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
70. Are all other needs met regarding program development?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.

## Maximizing the Grant Manager Relationship

71. Does your organization see value in cultivating a healthy relationship with the ILW team including the Grant Manager?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
72. Does your organization need support with effectively communicating with your Grant Manager and maximizing their support to strengthen your program?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
73. Are all other needs met regarding your Grant Manager Relationship?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.





# Maximizing the Grant Manager Relationship



64. Are all other needs met regarding budgeting, cash flow, or billing?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.

## Program Development

65. Does your organization have a plan for incorporating ILW into your current program/business model?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
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70. Are all other needs met regarding program development?
- IF NO - Coaching is needed.
  - IF YES - No additional follow-up is necessary.

## Maximizing the Grant Manager Relationship

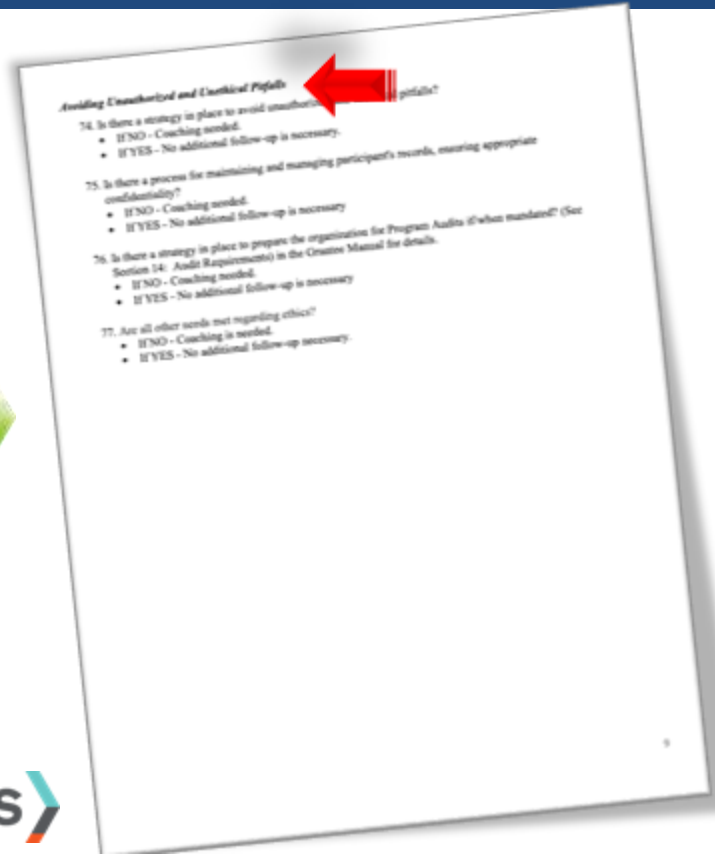
71. Does your organization see value in cultivating a relationship with the ILW team including the Grant Managers?
- IF NO - Coaching needed.
  - IF YES - No additional follow-up is necessary.
72. Does your organization need support with effectively communicating with your Grant Manager and maximizing their support to strengthen your program?
- IF NO - Coaching needed.
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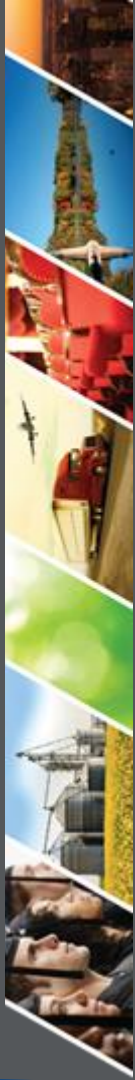






# Avoiding Unauthorized and Unethical Pitfalls





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# Feedback ~ We want to hear from you





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