

## Implementation Plan – ALFTC Curriculum

### Identify Leadership Team

- Identify leaders from all departments and shifts
- Identify training coordinator – or people who will assume specific coordination activities such as scheduling and tracking
- Meet regularly – productive meetings

### Strategic Plan

- Identify trainers/trainees
- Trainers complete Train the Trainer
- Develop a Common vision – include training team
  - Share info and get buy-in from multiple levels (admin, managers, trainers, trainees - both staff & residents)
  - Determine Benchmarks/what will success look like
- Develop a realistic timeline
- Include budget line items for staff training
- Identify recognition and/or acknowledgement (reward) for completion of all modules
- Assign training coordinator/coordination responsibilities, including scheduling and tracking, assigned and training team organized
- Evaluation – build in to plan at all stages

### Begin implementation of training

- Training team meets regularly
- Modules assigned and reviewed
- Trainer/trainee scheduling for training and tracking
- Deliver training of modules to staff
- Evaluation – It is very important to evaluate everything as you go – from the beginning – talk with trainers and trainees, managers, residents, etc.

### Replication Plan – for Jobs to Careers Model

- Form Steering Committee – include all stakeholders from both public and private sector, professional associations, etc. – develop common vision with benchmarks – meet regularly – productive meetings
- Identify employer sites and meet with them to explain full scope of work and expectations
  - Form Leadership/Training team – members from all levels of staff and all shifts
  - .5FTE - Dedicated training coordinator/coordination activities assigned - scheduling and tracking primarily
  - Review HR policies and procedures as well as company practices for ways to make them supportive of frontline workers such as tuition advancement instead of reimbursement, etc.
  - Release time for staff for training of modules as well as workshops delivered by community college/associations
  - Involvement of training/leadership team on Steering and Practice Committees
- Meet with Community College partners to explain scope of work and expectations
  - Credit for prior learning for work based learning (ALFTC curriculum)
  - Short term certificates that articulate to career ladders
  - Career Exploration workshops for frontline workers at employer sites
  - Coaching and change management workshops for supervisors at employer sites
- Form Practice Committee made of training teams from each employer site as well as community college members and any other appropriate stakeholders – meet regularly – productive meetings