APPENDIX A. PARTNER WORKSHEET

List all potential partners, including those you may already have a relationship with and those you may need to begin to work with in order for alignment and pathway conversations to be successful.

|  |  |
| --- | --- |
| **K-12 Education** | **Postsecondary Education** |
| **Business & Industry** | **Community & Economic Dev.** |
| **Trade Associations** | **State Agencies** |
| **Intermediaries** | **Other** |

APPENDIX B. SAMPLE NEEDS ASSESSMENT MEETING AGENDA

[Community Name] Workforce Needs Assessment

[Date & Time]

[Location]

AGENDA

1. Welcome – [Speaker(s)]
2. Introductions
3. Meeting Overview – [Speaker(s)]
4. Company Presentations
   1. **[Company A]** – [Speaker(s)]
   2. **[Company B]** – [Speaker(s)]
   3. **[Company C]** – [Speaker(s)]
   4. **[Company D]** – [Speaker(s)]
5. Discussion – [Facilitator]
6. Closing Remarks – [Speaker(s)]

[COMMUNITY/ ORGANIZATION LOGO]

APPENDIX C. SAMPLE NEEDS ASSESSMENT MEETING GUIDE

**Local County Workforce Alignment Partnership Meeting**

*[Date]*

**INDUSTRY OVERVIEW**

The [XXX] industry employs nearly [XXX] people in [Local County]. Below is data that outlines the top industries and occupations in this industry group as well as relevant pathway enrollments for [Local School/District].

**[LOCAL COUNTY] INDUSTRY DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Industry** | **No. of Establishments** | **20XX Employment** | **20XX Avg. Wages per Employee** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Source: BLS QCEW*

**[LOCAL COUNTY] OCCUPATION DATA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occupation** | **20XX Employment** | **Project Growth  or Decline (10yrs)** | **20XX Avg Hourly Wage** | **Typical Entry Edu.** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Source: GaDOL Occupational Outlook*

**[LOCAL COUNTY] RELEVANT CTAE ENROLLMENT DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Pathway** | **High school  (if >1 in district)** | **Most Recent Year Enrollment** | **EOPAs** |
|  |  |  |  |
|  |  |  |  |

*Source: Georgia Career Pipeline*

**POSSIBLE ALIGNMENT DISCUSSION QUESTIONS**

* What is the most difficult position to fill? Why do you think that is?
* Is an aging skilled-trade workforce something that concerns you? How will the wave of future retirements impact your business?
* What key skill or skills are applicants and new employees missing? What steps, if any, have you taken to teach them these skills?
* Have you found any successful strategies for recruiting or training for difficult-to-fill positions?
* Do you have any suggestions for how the educational system can get students more excited about these careers?
* Have you tried any internship or apprenticeship programs?
* Do you find that educational programs properly prepare students to enter the workforce?
* What opportunities for partnership do you see

APPENDIX D. NEEDS ASSESSMENT CONSIDERATIONS

**Existing workforce needs in the potential area of study**

* Establish a reasonable geographic boundary
* Look at the labor market data: including current, five-year, and 10-year to ensure existing and future career potential for students.
* What are general employment trends in the geographic region, including commute patterns, etc., and how do those impact workforce opportunities for students and support the overall workforce development efforts of a particular community?

*NOTES:*

**Diversity and quality of potential local or regional employers**

* How many potential employers exist for this pathway?
* Who are the potential employers for this pathway?
* Ensure there is a diverse and large group of potential employers. Do not rely on a single company or single job function.

*NOTES:*

**Student population interest and aptitude**

* What do your YouScience results say about students in your school/district?
* Is there an interested population with the appropriate aptitude?
* What determines the recruitment strategy for this population to ensure the pathway engages the appropriate student population and maintains appropriate enrollment numbers?
* If the aptitude exists but there is no student interest, devise a recruitment strategy for getting students to consider a career in the relevant industry.

*NOTES:*

**Community support**

* Make sure other key community members such as chamber of commerce representatives, school board members, local elected officials, leaders from civic organizations, etc. are engaged to ensure support for the pathway.
* Is there parental or caregiver support for this pathway?
* What is the ongoing plan for engaging parents and other community members to ensure continued support for the identified pathway?

*NOTES:*

**Available curricula and related resources**

* Evaluate existing curricula and application to the desired pathway to evaluate long-term implementation plans of the pathway from Class 1 to Class 3.
* Ensure that available curricula and related resources (lab equipment and supplies, etc.) will appropriately complement the investment and capacity of the school system.

*NOTES:*

**Pre-pathway exposure and post-pathway professional opportunities**

* What kind of programs exist for students prior to entering high school to expose them to the pathway and careers? These should be documented if they exist, and if not, they should be described with a plan for implementation.
* What kind of postsecondary and career opportunities exist for students after they complete the pathway? These should be documented if they exist, and if not, they should be described with a plan for implementation.
* Do other, similar programs already exist at the current school or another school that is available to the same student population?
* How are employability skills being addressed in the program?

*NOTES:*

**Educator staffing, credentials, and professional development resources**

* What is the implementation plan for training an educator in this pathway?
* Is there an identified educator with the appropriate background and credentials to deliver the pathway content effectively?
* Is the school and educator aware of professional development experiences to enhance pathway delivery and support the educator?
* Is the school committed to ensuring continued professional development dedicated to the pathway delivery?

*NOTES:*

**Physical resources, lab space, and equipment**

* Is there sufficient physical space for the pathway lab?
* What is the funding and space plan to ensure adequate lab creation?
* Evaluate the lab equipment list and provide an associated plan for funding and development. This evaluation should include potential vendors and a sketch of the space.

*NOTES:*

**Proposed advisory committee structure and members**

* Create a documented plan for how to manage the advisory committee, a meeting schedule, and a list of members to recruit, and explain how you will maximize the value of the committee to support the pathway and students

*NOTES:*