

Workforce Training Approach Checklist

Ensure that each aspect of the checklist is tailored to your specific community and workforce training needs. Adapt and modify the checklist as necessary to best serve your program's goals and objectives.

Selecting Curriculum

- ☐ Identify Industry Demands: Research and understand the current demands of the target industry in your community.
- ☐ Assess Trainees' Needs: Conduct surveys or interviews with potential trainees to determine their specific needs and aspirations.
- ☐ Course Development: Develop target industry training courses with time commitments that are reflective of trainee needs.
- ☐ Blend Theory and Practice: Ensure the curriculum blends theoretical insights with practical hands-on skills, catering to both classroom and lab/field settings.
- ☐ Alignment with Licensing: Verify that the curriculum prepares trainees for AC and Refrigerant licenses through the appropriate licensing authority (e.g., Texas Department of Licensing and Regulation).
- ☐ Climate and Community Focus: Tailor the curriculum to your community's climate (where applicable) and prioritize community benefits. Seek input from community members, trade organizations, and industry professionals for course design.

Recruitment and Wrap-around Services

- ☐ Recruitment Techniques: Implement effective recruitment techniques, such as development of outreach materials. Ensure recruitment highlights support services.
- ☐ Pre-screening Process: Develop a pre-screening process for applicants that establishes a baseline entry point for the program(s).
- ☐ Assessment: Assess applicants' backgrounds, interests, readiness, and service needs.
- ☐ Eligibility Determination: Have a case manager evaluate applicants' existing skills and competence to determine eligibility.
- ☐ Support Services: Launch assistance for common barriers to entry, such as mentoring, GED courses, basic math refreshers, and job coaching.
- ☐ Social Services: Offer job readiness coaching and guidance to help trainees overcome industry-related challenges.

Setting Up Hands-on Lab

- ☐ Lab Equipment: Prepare a list of essential equipment needed for the hands-on training lab.
- ☐ Equipment Purchase: Acquire the necessary equipment based on the provided list.
- ☐ Lab Layout: Design the layout of the hands-on lab, ensuring it's conducive to practical training.
- ☐ Safety Measures: Implement safety protocols and guidelines for lab usage.
- ☐ Instructor Training: Ensure instructors are adequately trained to facilitate hands-on training and assist trainees in building confidence.

Apprenticeship

- ☐ Apprenticeship Program: When possible, leverage partnerships to establish an apprenticeship program that provides on-the-job training opportunities for trainees.
- ☐ Progress Tracking: Implement a system to track trainees' progress during their apprenticeship, including skill development and job performance.

Partnering for Amplified Impact

- ☐ Identify Potential Partners: Identify and reach out to local organizations, businesses, and educational institutions to gauge interest in collaborating on workforce training initiatives.
- ☐ Collaboration Agreements: Establish formal collaboration agreements or partnerships outlining roles, responsibilities, and shared resources.
- ☐ Funding Opportunities: Explore potential funding sources and grants available through partners to support the program.