**EARN Maryland Winter 2021 Solicitation for Implementation Grant Proposals**

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| **APPENDIX G -- PARTICIPANT MANAGEMENT TEMPLATE** |
| **Strategic Industry Partnership Name:** |  |
| **Please use this worksheet to describe the Participant Management Activities that are an integral part of the overall Workforce Training Plan. Participant Management is the "recruitment to placement framework" that supports training, including participant pipeline development, recruitment and screening, career coaching, mentoring, case management, wrap around/support services, and job placement.****Each of the Participant Management Activities described below should be included in the Budget Summary and Narrative (Appendix H).*****PLEASE NOTE: This section is not tied to specific Training Modules. Complete this Participant Management Activities Template only once for all proposed Training Modules*.** |
| **Pipeline Development/Recruitment and Screening Activities** |
| Briefly describe the Pipeline Development Strategy and Recruiting Activities. Questions to consider:  Overall, what are your recruitment strategies for filling training slots?• Are there target groups identified? If so, what are their characteristics? (incumbent workers, veterans, formerly incarcerated individuals, unemployed, underemployed, GED® recipients, etc.)• Identify any specific partners or providers you will rely on to recruit.Briefly describe your Screening Strategies and Process. Questions to consider:• What mechanism will be used to screen prospective training participants? (interviews, TABE tests, for incumbent workers - supervisor recommendation, etc.)• Will employers be involved in designing the screening mechanism and the screening itself?• Will employers have any contact with training participants prior to training?***Example:****Lead Applicant is partnering with XYZ Partner to develop a recruitment pipeline. We have decided that the training participants should have the following characteristics because ......Populations to be recruited include low and no-skilled workers and students. Employer* *members have identified the following specific characteristics: high school diploma or GED®, interest in science-related subjects, 8th grade math fluency.* Please respond below the dotted line.--------------------------------------------------- |
| **Support Services and Barrier Removal** |
| Briefly describe any Support Services. Questions to consider:• What, if any, wrap around services are proposed and why?• What entity(ies) will provide these services?• Who will manage implementation of these services?• What strategies will be utilized to assess and remove any barriers participants face that may inhibit success?• Does any training lend itself to career coaching?• Are there any strategies for Incumbent Workers?***Example:****ABC Social Service nonprofit will offer a range of support services to training participants including childcare, identification of appropriate resources, and case management. Attached is a Letter of Intent from Provider XYZ to provide the following services to training participants at X location.* Please respond below the dotted line.--------------------------------------------------- |
| **Job Placement, Retention, and Advancement Strategies and Activities** |
| Briefly describe your Job Placement and Advancement Strategies and Activities. Questions to consider:• Has industry identified a skill level expected after training is completed?• How will the skill level of training participants be assessed upon completion of training?• How will employers be engaged as part of a job placement process? (networking, mock interviews, etc.)• Are there any retention strategies that will be used to ensure participants retain employment after placement occurs?• What strategies will be utilized to ensure participants continue on a career path? (i.e. alumni training opportunities)• How will the Partnership assess whether incumbent workers are successful?***Example:****Once the first cohort of participants has completed the "essential skills to certification training module" for X Industry, a small Committee made up of employers and the Project Manager will evaluate the participant completers to determine if he/she has met the skill goals of the training. Concurrent with this, another group of employers will be responsible for identifying 15-20 employers to participate in a "networking and placement event" with the participant completers. Employers will identify their relevant job openings, and each completer will be able sign up for at least five interview slots with employers during the event. In addition, employers can identify at least five candidates he/she would like to interview during the event based upon relevant information provided by the Partnership in advance. Both employers and completers will be asked to provide brief written comments about the day. The Project Manager will follow up with employers to determine placement success and other input.*Please respond below the dotted line.--------------------------------------------------- |
| **Other Participant Management Activities** |
| Describe any other activities related to participants not covered above, including how required EARN data will be tracked. |