



National Training Institute

November 14 – 17, 2017

Doubletree Hilton, Charleston, South Carolina

NTI Session Organizer

The **NTI Session Organizer** is a tool to help participants organize their questions, notes, new information learned and follow-up actions pertaining to each topic presented at the NTI. In addition, links to relevant resources for each topic are provided. The **NTI Session Organizer** is designed to be used by participants before, during, and after the NTI.

Prior to attending the NTI: Participants are encouraged to preview the Focus Questions for each session and record any questions they may have on that topic. Participants are also encouraged to note any examples from their state to share during the NTI sessions.

During the NTI: Participants can record additional questions, notes, comments, new information learned, and ideas for follow-up actions for each topic presented.

After the NTI: The Organizer can be used to refer to information and resources on a specific topic, and can also be used to track progress on any follow-up/actions required.

Session 1: Workforce Preparation Strategies & Options

Session Overview: This session will provide participants with resources and options to integrate essential workforce skills and preparation to equip students for additional education, training and careers.

Focus Question 1: What policies help to ensure workforce preparation accompanies academic instruction?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 2: How can workforce preparation be efficiently and effectively integrated into IET and other models?	
My Questions (complete prior to session)	Notes and Comments

New Information	Follow-up/Action Required
Focus Question 3: How can employers and partners be engaged to inform workforce preparation areas of interest?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 4: How can professional development support workforce preparation being integrated into instruction?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Workforce Preparation examples from my state to share (complete prior to session):	

Resources

Career Awareness/Exploration:

[Explore Careers and Education](#) (Focus Career; Kentucky)

[Career Exploration Tools and Materials to Assist Educators, Counselors, and Students](#) (New Jersey CTE)

[Career Awareness Toolkit](#) (Ohio Adult Basic and Literacy Education (ABLE))

[Integrating Career Awareness Curriculum](#) (National College Transition Network)

[O*Net Online](#) (*O*Net occupation search website*)

Employability/21st Century Skills:

[Employability Skills Framework](#) (*A unifying framework that cuts across workforce development and education sectors; developed by OCTAE as part of the Support for States Employability Standards in CTE and Adult Education project*)

[Integrating Employability Skills: A Framework for All Educators, Handouts](#) (*American Institute for Research (AIR); April 2016*)

[KYAE Employability Standards](#) (*Kentucky Adult Education (KYAE) Skills U*)

[Employability Skills Resource Toolkit](#) (*Prepared by the Center for Occupational Research and Development (CORD) for the North Carolina Network for Excellence in Teaching (NC-NET); 2017*)

[A Guide to Career Readiness and Employability Lesson Plans](#) (*Applied Educational Systems*)

Reports and Publications:

[Hard Jobs Take Soft Skills](#) (*The Lane Report, Kentucky; 2016*)

[Resources for Adult Education & Literacy Curriculum & Instruction](#) (*Texas Career Pathways Resource Collection, 2014*)

[4 Soft Skills Every Tech Professional Should Have](#) (*Business News Daily*)

Resource Collections:

[CTE Clearinghouse: Employability/21st Century Skills](#) (*Association for Career & Technical Education (ACTE) resources*)

[Workforce Preparation Resources and Education Standards](#) (*Vocational Information Center*)

[Jobs for the Future](#) (*website with vast amount of resources for bridging education and work*)

[Internet Sites for Career Planning](#) (*National Career Development Association*)

[Industry-Recognized Credentials](#) (*National Network Connecting Learning and Work*)

Resources for Special Populations:

[Curriculum Overview: Employability Skills for Adults with Learning Difficulties/Learning Disabilities](#) (*The Center: Resources for Teaching and Learning*)

[Qualifications and Attributes Critical to Employers](#) (*Youth.gov focusing on youth populations*)

Additional Resources

<Add More Resources Here>

Session 2: WIOA One-Stop Partnerships

Session Overview: OCTAE will conduct a session to assist with understanding the responsibilities of Adult Education as a required One Stop partner, including the requirements for MOU, infrastructure cost sharing and career services.

Focus Question 1: What are the regulations governing one-stops? Prior to the NTI, a review of the regulations is recommended.	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 2: What are the biggest challenges related to state and local implementation of the one-stop delivery system?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 3: What does effective technical assistance to local providers look like?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 4: How can best practices be identified and disseminated?	
My Questions (complete prior to session)	Notes and Comments

New Information	Follow-up/Action Required
One-Stop Partnership examples from my state to share (complete prior to session):	

Resources

OCTAE Program Memorandum:

[15-3- Vision for the One-Stop Delivery System under WIOA](#) *(Issued August 13, 2015)*

[17-3- Infrastructure Funding of the One-Stop Delivery System](#) *(Issued January 18, 2017)*

[17-4- One-Stop Operations Guidance for the American Job Center Network](#) *(Issued June 16, 2017)*

Tools:

[One-Stop Infrastructure Costs FAQs](#)

[Sample MOU Infrastructure Costs Toolkit](#)

Additional Resources

<Add More Resources Here>

Session 3: NRS Performance Reporting Debrief

Session Overview: In this session, AIR and OCTAE will respond to questions regarding implementation issues and challenges states are facing pertaining to NRS performance reporting.

Focus Question 1: Which areas of data collection are hardest to understand and/or implement (Periods of Participation, collecting barriers to employment or other intake data, assessing MSGs, identifying students for post-exit tracking, new reporting requirements, other)?

My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required

Focus Question 2: After review of your 2016/2017 data, what data collection and/or reporting issues have you identified? How are these issues being addressed?

My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required

Focus Question 3: What procedures do you have in place for data collection and monitoring? Have you implemented any new procedures in these areas in the last year?

My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required

Focus Question 4: How does the State analyze data quality? How do Local Programs analyze data quality?

My Questions (complete prior to session)	Notes and Comments

New Information	Follow-up/Action Required
NRS Data Collection and Reporting examples from my state to share (complete prior to session):	

Resources

OCTAE Program Memorandum:

[17-2- WIOA Performance Accountability Guidance](#) *(Issued December 19, 2016; Revised August 23, 2017)*

ED-DOL Joint Guidance:

[Data Matching to Facilitate WIOA Performance Reporting and Evaluation](#) *(see pages 3-5 for Performance Reporting and Evaluation information; see pages 29-51 for section on “Options for Matching Student Data with UC Wage Records to Report Performance Outcomes”)*

National Reporting System Training:

[LEAP into WIOA Materials](#) *(LEAP Part I: Planning for Change; LEAP I Toolkit; LEAP Part II: NRS Measures and Reporting; LEAP II Toolkit)*

[2017 NRS Targeted Training Materials – 21st Century Data Systems for the NRS: WIOA and Beyond](#)

[Resources for WIOA and NRS for Adult Education](#) *(Joint Performance Guidance and Reporting; NRS Reporting Tables; NRS Data Quality Checklist; LEAP and LEAP Again Training Materials)*

Additional Resources

<Add More Resources Here>

Session 4: Integrated Education & Training Implementation Options

Session Overview: A panel with representation from several states will share and discuss their state policies, models, options and strategies for implementation of the IET regulatory requirements.

Focus Question 1: What policies help to support IET implementation and co-enrollment?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 2: How can employers and partners be engaged to implement IET successfully?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 3: How does IET fit with Career Pathways?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 4: How can professional development support IET implementation?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required

IET Implementation examples from my state to share (complete prior to session):	

Resources

Policy & Practice:

[Integrated Education and Training: A Career Pathways Policy & Practice](#) (CLASP; April 2017)

[Integrated Education and Training: Model Programs for Building Career Pathways for Participants at Every Skill Level](#) (CLASP: WIOA Game Plan for Low Income People)

[Defining On-Ramps to Adult Career Pathways](#) (CLASP: Center for Postsecondary and Economic Success)

[Integrated Education and Training Policy Tool Kit](#) (National Skills Coalition: Skills in the States; October 2016)

[Integrated Education and Training Policy: 50-State Scan](#) (National Skills Coalition: Skills in the States; December 2016)

[Career Pathways Institute – Integrated Education & Training \(IET\)](#) (TCALL)

Guides and Checklists:

[Integrated Education and Training \(IET\) Guide](#) (Building Opportunities through Integrated English Literacy and Civics Education Project)

[Career Pathways Checklist](#) (NOVA Research Company; June 2017)

[Integrated Education and Training: Implementing Programs in Diverse Contexts](#) (NCTN, September 2017)

Additional Resources

<Add More Resources Here>

Session 5: Integrated English Literacy & Civics Education

Session Overview: This session will provide information, best practices, and resources pertaining to the implementation of IELCE activities under the requirements of WIOA Section 243.

Focus Question 1: What are the requirements for the IELCE program?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 2: Which requirements pose the greatest challenges for local providers?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 3: What strategies have you employed (or are considering) to mitigate these challenges?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 4: How can it be determined if strategies to address challenges have been effective?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required

IELCE Implementation examples from my state to share (complete prior to session):	

Resources

OCTAE Program Memorandum:

[17-5- Use of Funds Reserved for Activities under Section 243 of AEFLA, Title II of WIOA](#) *(Issued March 23, 2017)*

Guides and Checklists:

[Integrated English Literacy and Civics Education \(IELCE\) Program Guide](#) *(Building Opportunities through Integrated English Literacy and Civics Education Project)*

[Career Pathways Checklist](#) *(NOVA Research Company; June 2017)*

[Integrated Education and Training: Implementing Programs in Diverse Contexts](#) *(NCTN, September 2017)*

Additional Resources

<Add More Resources Here>

Session 6: Entrepreneurship

Session Overview: This session provides an overview of entrepreneurship as a job training option and reviews models and strategies for implementation.

Focus Question 1: What policies can be put in place to encourage local programs to incorporate entrepreneurship offerings?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 2: What models and resources can be provided to support local programs incorporating entrepreneurship offerings?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 3: What professional development can be provided to support local programs incorporating entrepreneurship offerings?	
My Questions (complete prior to session)	Notes and Comments
New Information	Follow-up/Action Required
Focus Question 4: What guidance can be provided for using business plan development as a substitute for an industry recognized certificate as a fulfillment document?	
My Questions (complete prior to session)	Notes and Comments

New Information	Follow-up/Action Required
Entrepreneurship examples from my state to share (complete prior to session):	

Resources

Starting and Managing a Small Business:

[Small Business Administration– Start and Grow Your Own Business](#) (*Small Business Administration (SBA) is an independent agency of the federal government dedicated to helping Americans build and grow businesses*)

[Guide: 10 Steps to Start Your Business](#)

[Be the Boss – Starting Your Own Business – An Online Course](#) (*Pennsylvania Prior Learning Assessment and Stackable Credentials Program*)

[SCORE – Browse the Library](#) (*SCORE is a nonprofit association dedicated to helping small business get off the ground*)

LINCS Resources with Lesson Plans and Activities for All Levels of Learners (*Families First Initiative, Tennessee*)

[Entrepreneurship: How to Begin](#)

[Entrepreneurship: Is it for me?](#)

[Entrepreneurship: Will it Work?](#)

[Entrepreneurship: Planning to Stay in Business](#)

[Entrepreneurship: What Business am I in?](#)

Resources Specific to Youth:

[Workforce GPS Youth Connections](#)

[Financing Entrepreneurship Programs for Youth Transitioning Out of Foster Care](#)

[SCORE Junior Achievement – An Update for Youth Entrepreneurship Program](#) (*SCORE is a nonprofit association dedicated to helping small business get off the ground*)

Resources Specific to Corrections and Reentry:

[Prison to Proprietor – Entrepreneurship as a Re-Entry Strategy](#) (*Strategy Spotlight: Asset Funders Network; Aspen Institute; 2016*)

[The Inmates and the Entrepreneur](#) (*San Francisco Magazine; Diana Kapp; August 28, 2013*)

[Recovery Through Entrepreneurship: Overcoming Criminal Record Stigma](#) (*Offender Programs Report; Harry Wexler; November/December 2014*)

[The Returning Prisoner and the Future of Work](#) (*Position Paper; Malcolm C. Young; November 12, 2014*)

Additional Resources

<Add More Resources Here>