

Workforce Partnership Template for Employers/Organizations with Community Colleges

Introduction

This template provides a structured approach for employers and organizations to develop effective workforce partnerships with community colleges. By following these steps, you can ensure that the training provided aligns with your specific needs and helps create a skilled workforce.

Steps to Establish a Workforce Partnership

1. Conduct and Develop a Needs Assessment

- Identify your organization's workforce needs.
- Determine the specific roles and skills required to meet these needs.

2. Required Skill-Set Analysis

- Analyze the skill sets required for the identified roles.
- Document the necessary competencies and qualifications.

3. Curriculum Comparison

- Meet with the community college to compare your required skills with their current curriculum.
- Assess the alignment between the college's offerings and your needs.

4. Identify Gaps and Training Requirements

- Identify any gaps between the required skills and the existing curriculum.
- Determine additional training requirements needed to fill these gaps.

5. Collaborative Curriculum Development

- Discuss a proposal with the college to address the identified gaps.
- Collaboratively develop a curriculum that meets your needs and prepares students for careers with your organization.

6. Partnership Agreement (MOU)

- Develop a Memorandum of Understanding (MOU) that outlines the details of the partnership.
- Define roles, responsibilities, and evaluation metrics for both parties.

7. Funding Sources and Financial Commitments

- Outline the funding sources and financial commitments required to support the partnership.
- Discuss potential funding opportunities and budget allocations.

8. Program Launch and Monitoring

- Finalize the steps for launching the program.
- Establish a monitoring process to track progress and ensure alignment with goals.

9. Ongoing Evaluation and Continuous Improvement

- Implement a process for ongoing evaluation of the program.
- Continuously improve the curriculum and training based on feedback and performance metrics.

Conclusion

By following this playbook, organizations can effectively partner with community colleges to develop a skilled workforce tailored to their specific needs. This structured approach ensures that the training provided aligns with industry requirements and prepares students for successful careers within your organization.