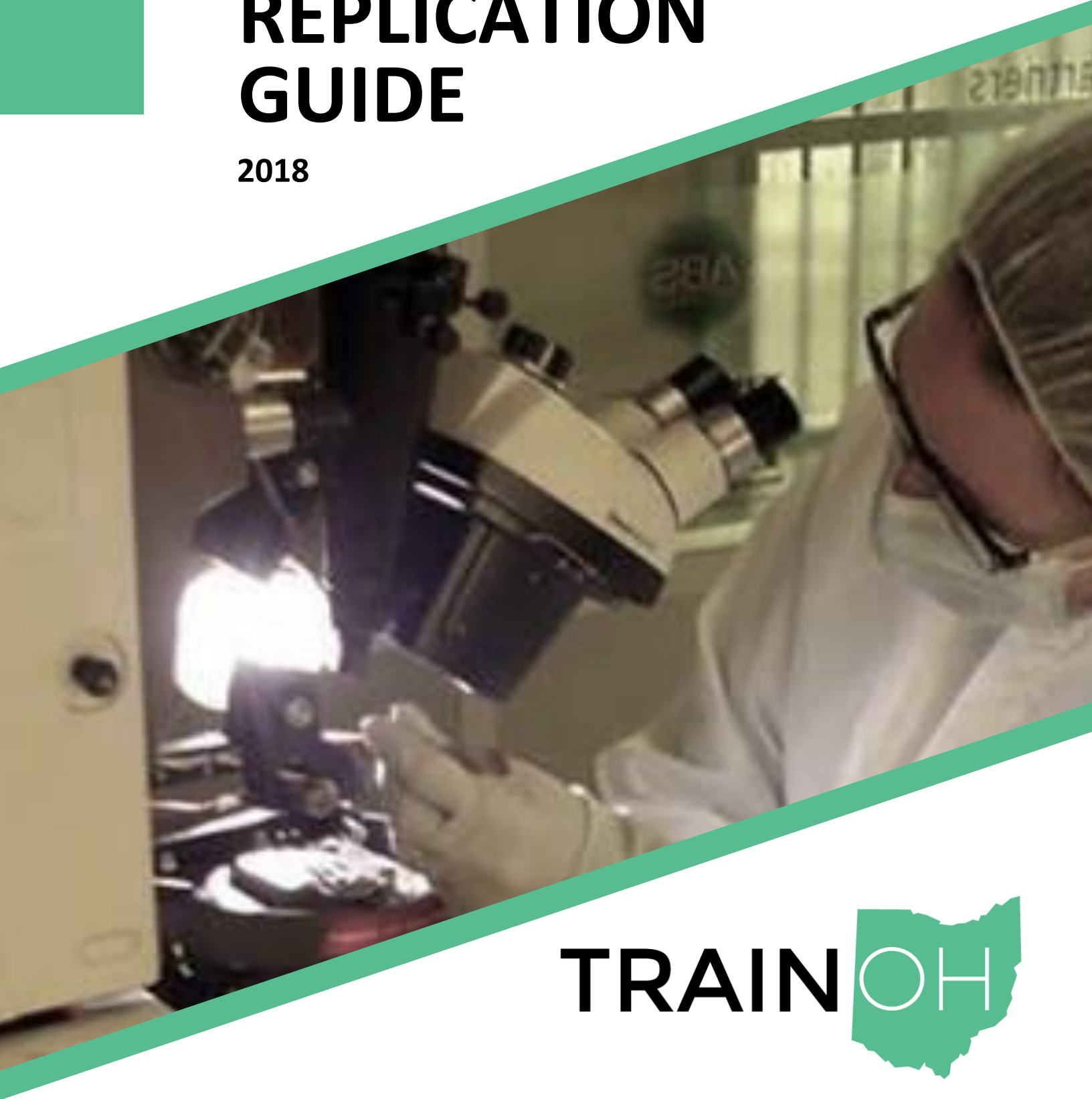

Training & Recruitment Accelerated Innovation Network

REPLICATION GUIDE

2018



TRAIN OH

The logo for TRAIN OH, featuring the word "TRAIN" in black, followed by a green outline of the state of Ohio containing the letters "OH" in white.

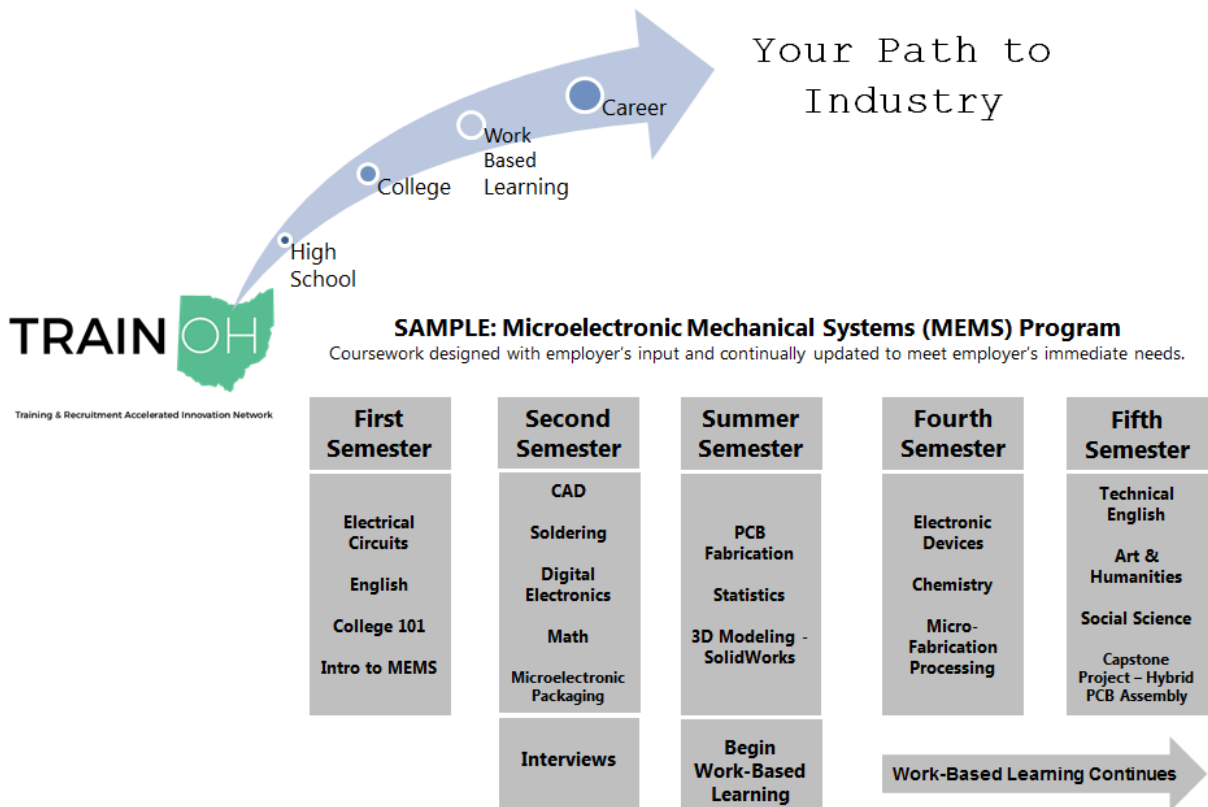


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Introduction

Thank you for your interest in the TRAIN (Training & Recruitment Accelerated Innovation Network) OH program. With a focus on pairing school with employment, TRAIN OH is a pilot earn and learn program that is developing highly trained and educated talent to meet the increasing demand of workforce. TRAIN OH is the link between industry and education, LCCC combines a hands-on college degree with a paid internship to build the necessary skill sets for students to enter into the job market. This replication guide will highlight the steps the community college, Lorain County Community College, took to develop the program and best practices to serve as a resource for additional replication of the TRAIN OH program.



Purpose

To develop an earn-and-learn program where students attend school full-time, two days a week and engage in a paid work-based learning opportunity aligned with their chosen degree program at a sponsoring company three days a week.

The program strives to address and meet the needs of regional industries with large talent gaps. LCCC identified and sought to connect manufacturing companies in the area looking for skilled workers with students eager to be trained with the necessary skills employers require.

Program Goals

- Fill talent pipeline in regional area
- Increase enrollment in and completion of programs tied to in-demand careers
- Decrease education-related student debt
- Boost interest in overall in-demand field




Key Elements

1. Degree tailored towards the needs of regional employers
 - a. Data collected through job searches, administration knowledge of employers' current and future workforce needs
2. Essential roles of project team needed to run program (see page 15).
3. Work-based learning / internship requirement
 - a. Students must earn a certain number of credits in order to complete degree program. Successful completion ensures students receive hands-on experience with needed skills before entering the workforce



Measures of Success

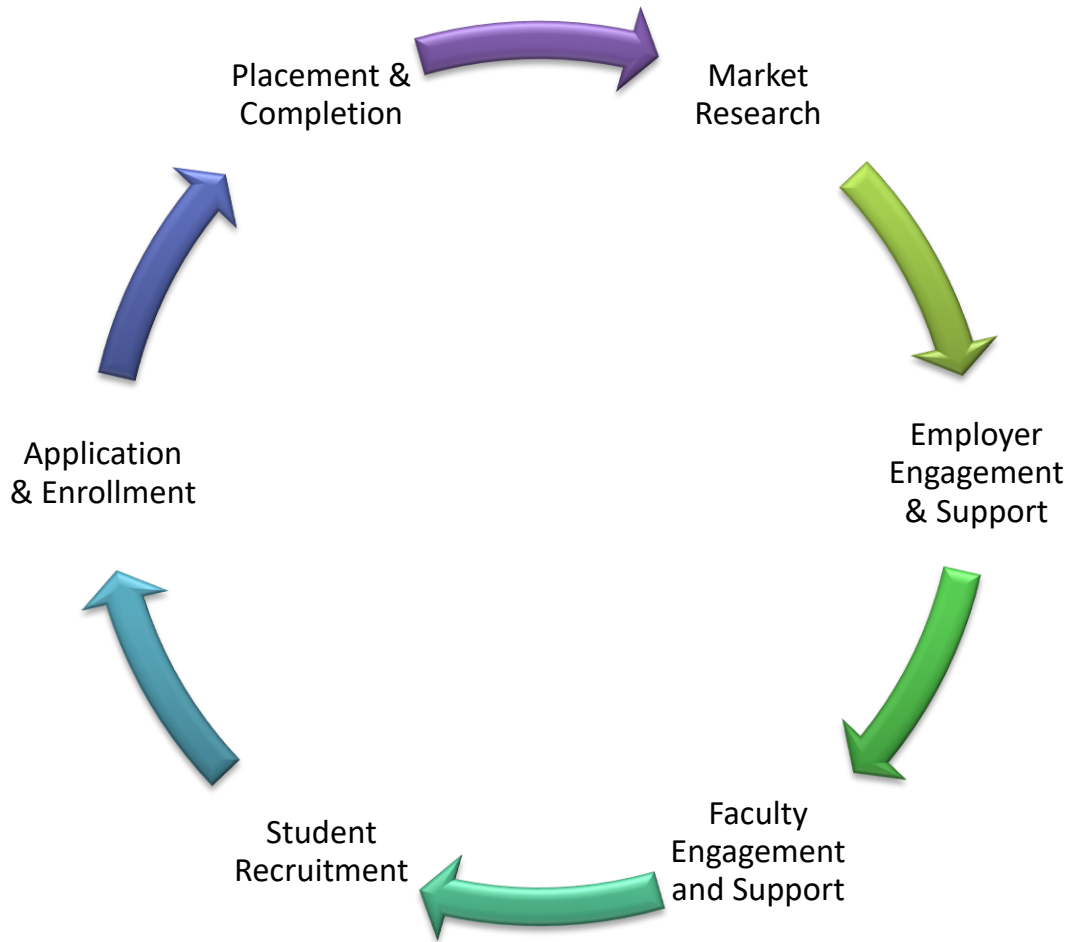
- Number of students in cohorts
 - Number of employer partners
 - Graduation and employment rate
 - Replication and sustainability
- 

Overview of TRAIN OH

With a focus on pairing school with employment, the earn and learn program develops highly trained and educated talent to meet the increasing demand of workforce. It is the link between industry and education and combines a hands-on college degree with a paid internship to build the necessary skill sets for students to enter into the job market. The earn and learn program allows students to attend school full-time, two days a week and engage in a paid work-based learning opportunity aligned with their chosen degree program at a sponsoring company three days a week.

	OUTREACH >>>	EARN & LEARN >>>	PLACEMENT >>>
STUDENTS	<ul style="list-style-type: none"> High schools, community based organizations, social media, and information sessions. 	<ul style="list-style-type: none"> 2 days of learning in classroom 3 days of work-based learning at sponsoring employer Integrate work & education 	<ul style="list-style-type: none"> Hired into full-time position and/or pursue further education in field
EMPLOYERS	<ul style="list-style-type: none"> Identify workforce needs Interview and select students 	<ul style="list-style-type: none"> Involved in curricular design Host paid work experience after one year of education 	<ul style="list-style-type: none"> Talent pipeline meets skilled workforce needs
IMPACT	<ul style="list-style-type: none"> Talent innovation aligns to economic priorities 	<ul style="list-style-type: none"> Regional and state replication using industry-led career pathway model 	<ul style="list-style-type: none"> Students have the potential to graduate debt free while earning academic credentials and real world experience

Success Factors



Getting Started

It's critical for all individuals involved with the program to meet in order to ensure an understanding of workforce skill needs and the college's resources already available on campus. Once the need for in-demand skills is identified, six steps should be followed for a successful program launch and program monitoring.

STEP	DETAILS	DURATION
1	Need Identified <ul style="list-style-type: none"> • Meet with Dean and Faculty • Understand current state of student enrollment • Conduct needs assessment of regional workforce 	Based on the availability of meeting attendees
2	Employer Search & Summary <ul style="list-style-type: none"> • Conduct initial search in Burning Glass/Indeed/college career page • Determine who else on campus is talking to these employers 	1-2 Weeks
3	Finalize Notes, Goals & Pitch <ul style="list-style-type: none"> • Review notes from initial meeting • Summarize notes • Highlight the goals and pitch for larger team meeting based on findings 	1-3 Days
4	Schedule Meeting with Identified Team <ul style="list-style-type: none"> • Organize meeting to review data and information • Meet with Career Services, Marketing Department, Faculty, Dean, workforce team, high school partnerships 	2 Weeks – Based on availability of team
5	Agree on Next Steps <ul style="list-style-type: none"> • Individuals take ownership of next steps • Finalize what we need to be successful 	2 Days
6	Ongoing Project Team & Manage Project Plan <ul style="list-style-type: none"> • Project manager to continue to manage project plan and keep team on task 	Ongoing

Employer Engagement

Enlisting the participation of employers is a two-step process: holding an initial meeting and sitting down for one-on-one sessions with company representatives. The kick-off meeting is intended to get employers on board with the program concept and goals, as well as a way to let them know the need for a skilled workforce is recognized. It is crucial for both the program faculty and potential employer partners to be in agreement on the workforce need, proper degree to meet that need and the commitment to hire qualified interns enrolled in the program.

Planning for Kick-Off Meeting

EMPLOYER CONVENING: TASK LIST

- Planning meeting with faculty members and Dean of degree program to gain buy-in, employer input, who initially supported the degree, etc.
- Hold the date on internal stakeholder's calendar
- Run data to determine employers looking for talent in that field
- Create save the date and Eventbrite/Constant Contact invite link
- Develop invitee list
- Reserve room and order food/beverage/conference services
- Send out save the date
- Conduct personal phone calls and emails to employers with invite
- Determine what you want to accomplish out of meeting
- Develop presentation
- Develop meeting agenda
- Develop and finalize any handouts for meeting

Kick-Off Meeting

SAMPLE AGENDA

[Insert school and partner logos]

Meeting Title
Date of Meeting
Time of Meeting
Location of Meeting

[Name of college] is partnering with state and national experts to pilot an innovative program that creates and sustains a strategic talent pipeline. We need YOU at the table to help us develop a program that meets YOUR talent needs.

The Concept

- Companies and [name of college] work together to recruit and educate students/employees
- Student work is balanced between the classroom (2 days/week) and on-the-job training (3 days/week)
- Academics are synchronized with work experience
- Companies pay an hourly wage which covers tuition
- Students complete the program with 2-year degree and a full-time job with their sponsoring company
- Companies get exactly who they want because they helped train the students throughout their academic program

Employers such as 3M and Toyota as well as many small and medium sized manufacturers have collaborated to launch a similar program in Kentucky and the results are extremely positive!

The pilot program will be developed in partnership with the [insert any partners].

Rationale for the Program

The program offers the potential to address the needs of companies, colleges, high school graduates and transitioning adults:

- Companies need a trained and skilled workforce to fill current and projected vacancies
- Schools need students in the programs they offer to fulfill the needs of partnered employers
- Students are engaged in meaningful academic programs focused on degree completion while obtaining invaluable work experience and the prospect of a full-time job with their host employer

The commitment

Attendance does not imply commitment to participate in the pilot. You are being invited to participate in the work group to provide feedback on the attractiveness of the concept to your organization and to help us inform the design of the program. Please join us! Your insight is valued and appreciated.

For more information, please call [contact number].

Please accept this calendar invitation to RSVP for this event.

Click here for directions: [directions to event]

SAMPLE PRESENTATION

To download a copy of these slides, please visit:
<https://www.slideshare.net/secret/uwusdsd9cQhko3>

Slide 1: Today's Talent, Tomorrow's Technology
 Applying earn and learn models to the innovation economy
 January 18, 2018

Slide 2: Agenda
 1. Overview
 2. What do we want to accomplish today?
 3. Why We're Here: Digital Fabrication Degree
 4. Employer Engagement
 5. Next Steps
 6. Tour of Campara Center for Ideation and Invention

Slide 3: Vision 2020
 1. Drive Student Completion for Academic and Career Success
 2. Lead Talent Development While Accelerating Business and Job Growth
 3. Inspire Community Engagement, Connectivity, Diversity and Wellness

Slide 4: Regional Statistics
 1873 Advanced Technology Jobs
 1447 Advanced Technology Degrees
 389+ Advanced Technology Programs
 138 Advanced Technology Centers
 \$15 MILLION INVESTMENT
 \$2.6 MILLION LEVERAGED RESOURCES

Slide 5: What do we want to accomplish today?
 Fill talent pipeline of small and medium businesses
 Increase employment and completion of programs
 Decrease education-related business costs
 Increase interest in advanced manufacturing as a career
 Customized to meet the unique needs of innovation companies.

Slide 6: TRAIN OH blends school and work into a 21st century earn and learn hybrid activity where companies and educators integrate efforts in both space and time.

Slide 7: Work Based Learning: TRAIN OH
 Earn-and-learn model for Advanced Manufacturing.
 Leverages advanced technology and facilities
 Piloted with Lorain County Community College's Micro-Electromechanical Systems (MEMS) program.
 Block scheduling + paid work experience with regional companies for 3 semesters.
 Vision/Goal: expand to Digital Fabrication and other programs and colleges as a method that can apply to advanced technology degrees aligned with local/regional needs.

Slide 8: Your Path to Industry
 TRIN OH MEMS, Micro-Electromechanical Systems (MEMS) Program

Slide 9: Recruitment Strategies
 TRIN OH MEMS Career Path

Slide 10: TRAIN OH MEMS – Pilot Accomplishments
 33 Employer Partners interested in receiving requests, interviewing students, and/or sponsoring and helping design of TRAIN OH
 19 Work-Based Learning Connections with eight (8) different employers
 22 High School and/or Career School Connections for campus tours and TRAIN OH presentations

Slide 11: Expand TRAIN OH to Digital Fabrication
 The curriculum provides relevant experience with both traditional and additive digital fabrication. It also includes prototyping, problem-solving, application, and replication.
 Students will apply 3D, web economic design to create integrated add-on/electronic systems.
 Currently, 18 classes in the program.

Slide 12: Digital Fabrication Degree: State of the Art Labs and Equipment

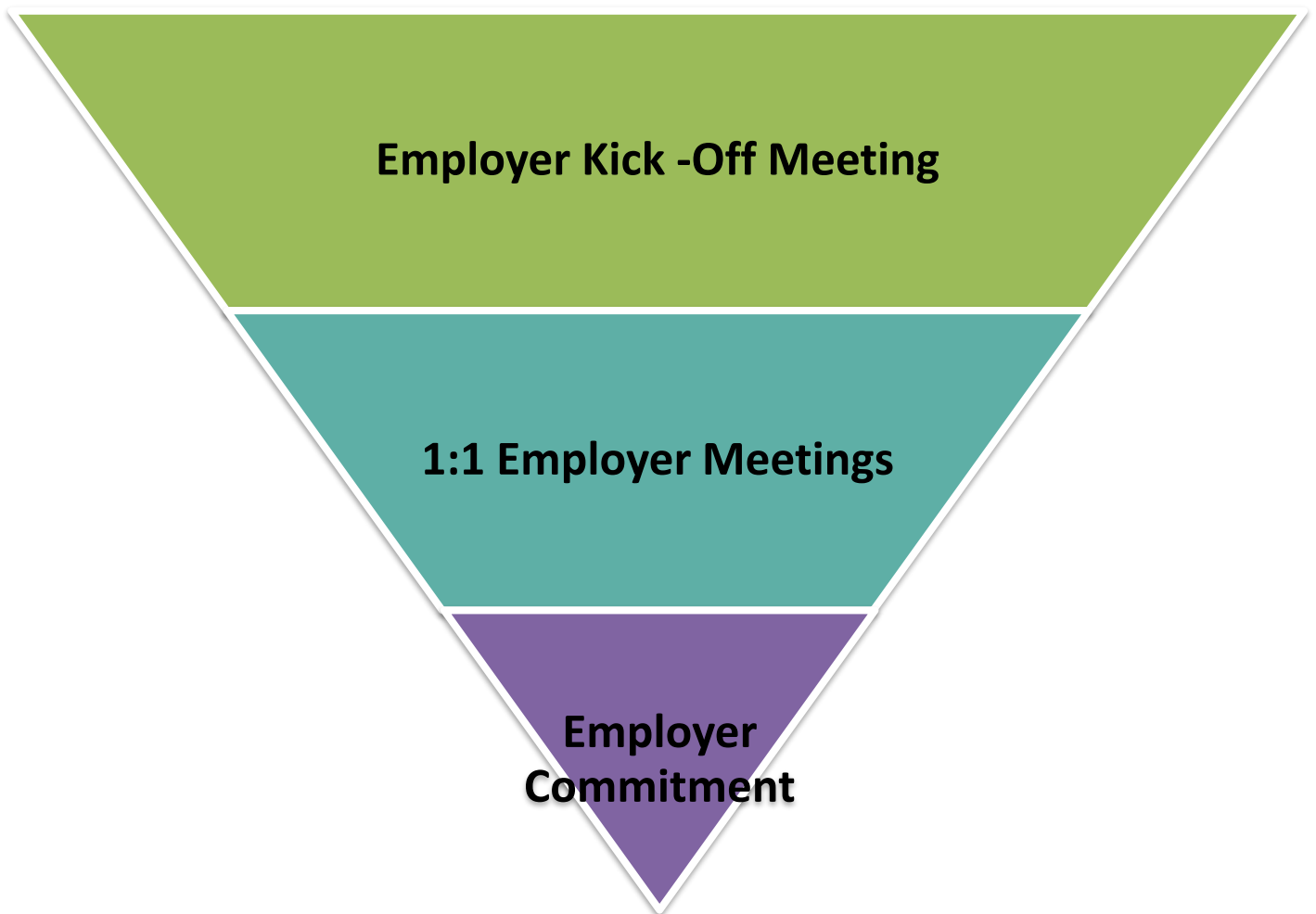
Slide 13: Employers
 Your hiring needs
 What does it mean to be an employer partner?
 Ideas on employer engagement

Slide 14: Next Steps

Slide 15: Contact Us
 Terri Burgess Sandu
 Director, Talent and Business Innovation
 tsandu@lccccc.edu
 440-266-4215
 Bernice Gandy
 Project Manager, OhioTechNet
 bgandy@lccccc.edu
 440-266-4233
 Courtney Balfour
 Program Developer
 cbalfour@lccccc.edu
 440-266-4227

One-on-One Employer Meeting

The kick off meeting serves the purpose of educating employers of the program design, curriculum and gaining their input and support. It is important to follow up with employers one-on-one so the appropriate decision makers can be in the room. Ideally, the project manager and faculty member should attend these meetings. In this meeting, you should collect the employer participation form and have a firm understand of their commitment to the program.

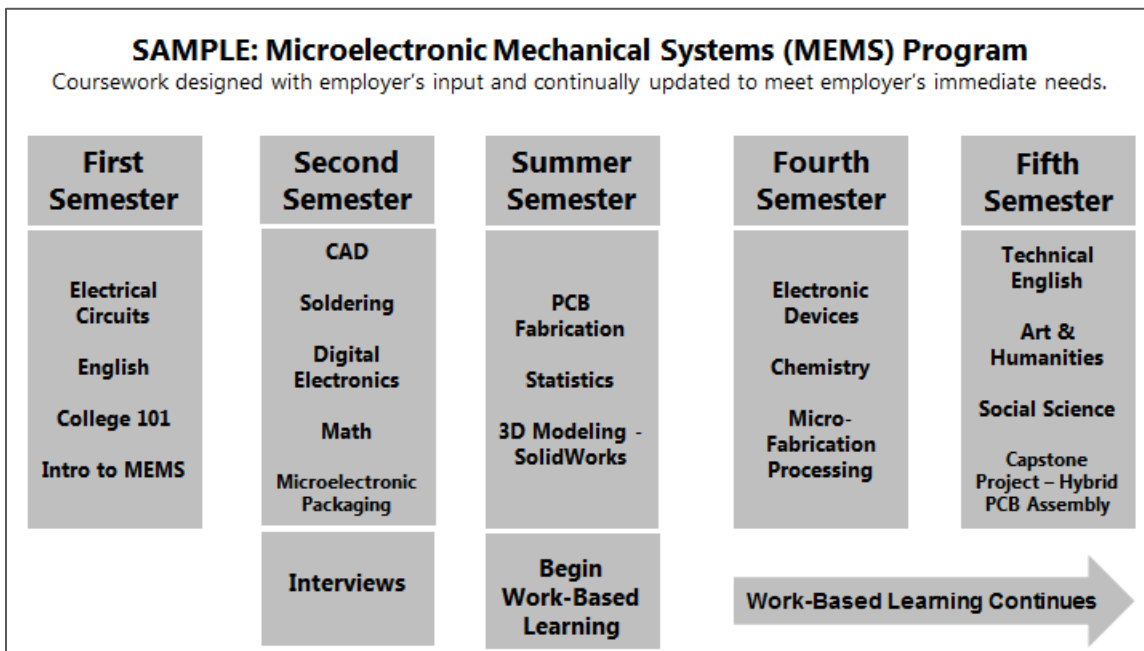


Class Scheduling

Students' first two semesters of courses are open enrollment. Beginning in the third semester of classes, however, students must follow block scheduling implemented through the TRAIN OH model. Under the model, they attend classes two days a week and participate in work-based learning the remaining three days of the week. Course schedules must be planned well in advance in order to make sure students are enrolled in the necessary courses and graduate on time.

During the pilot program, LCCC found success in having students attend classes Tuesdays and Thursdays and work at their regional company internship Monday, Wednesday, Friday. These days may differ for other schools. Research found that employers largely prefer students working at their company after they have completed at least two semesters of classes and acquired some skills / experience under their belt.

*Goal of program is to meet needs of the employer. Companies are welcome to hire students prior to the third semester, depending on needed or acquired skills of an employer or student.



Roles & Responsibilities

A key component to the program's success is the identification and involvement of specific internal individuals who play a crucial role guaranteeing student success and completion of the curriculum.

FACULTY

- Engage in advisory councils as industry experts and work with students during class. Teach students the necessary skills and teachings in demand by regional employers to prepare them for entering the workforce.

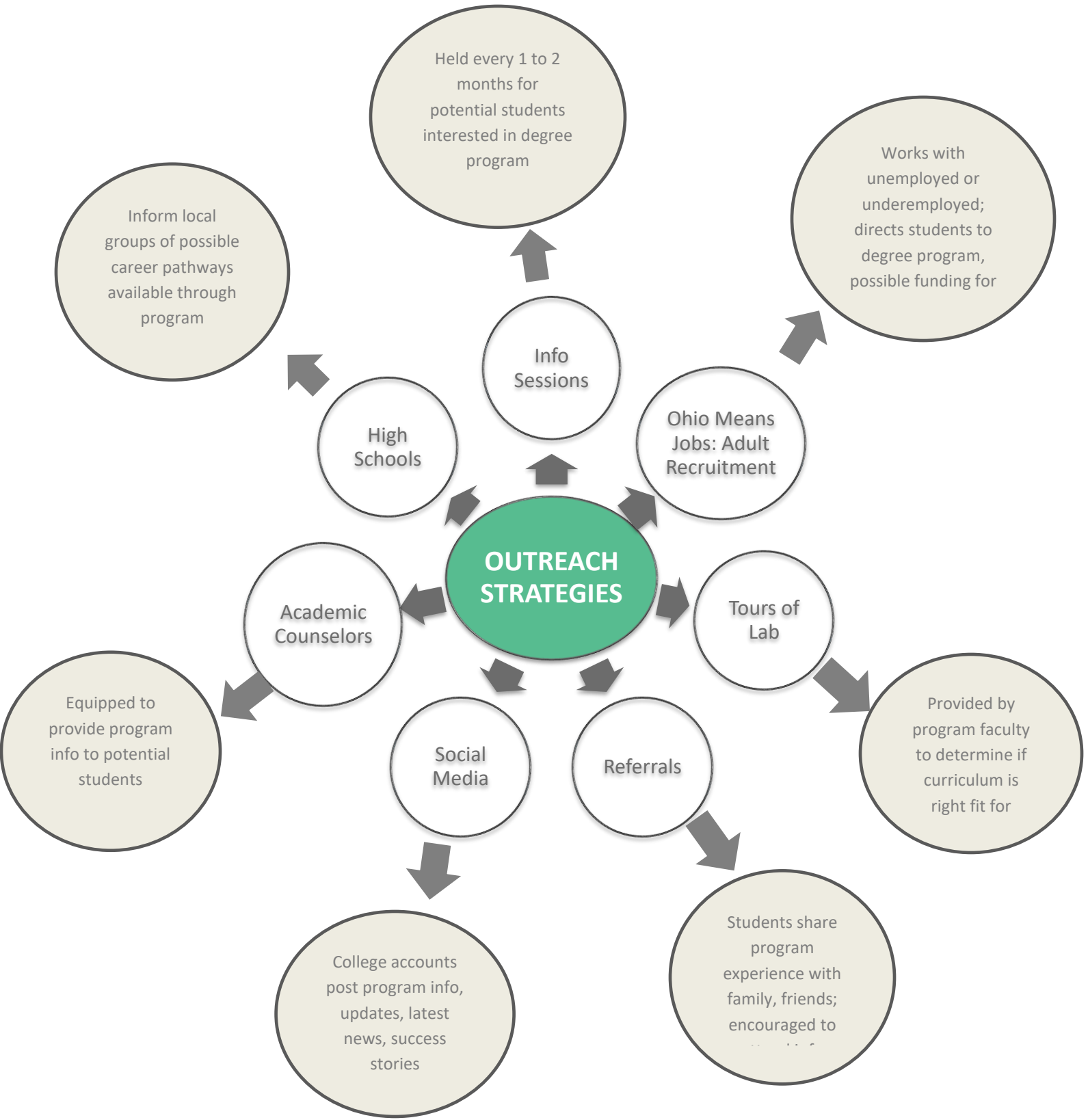
BUSINESS ENGAGEMENT / PROJECT MANAGER

- Works with employers to identify industry needs, brings faculty members in for consulting when appropriate, passes student resumes along to employers for employment consideration. Serves as liaison between program and companies to ensure targeted goals are met.

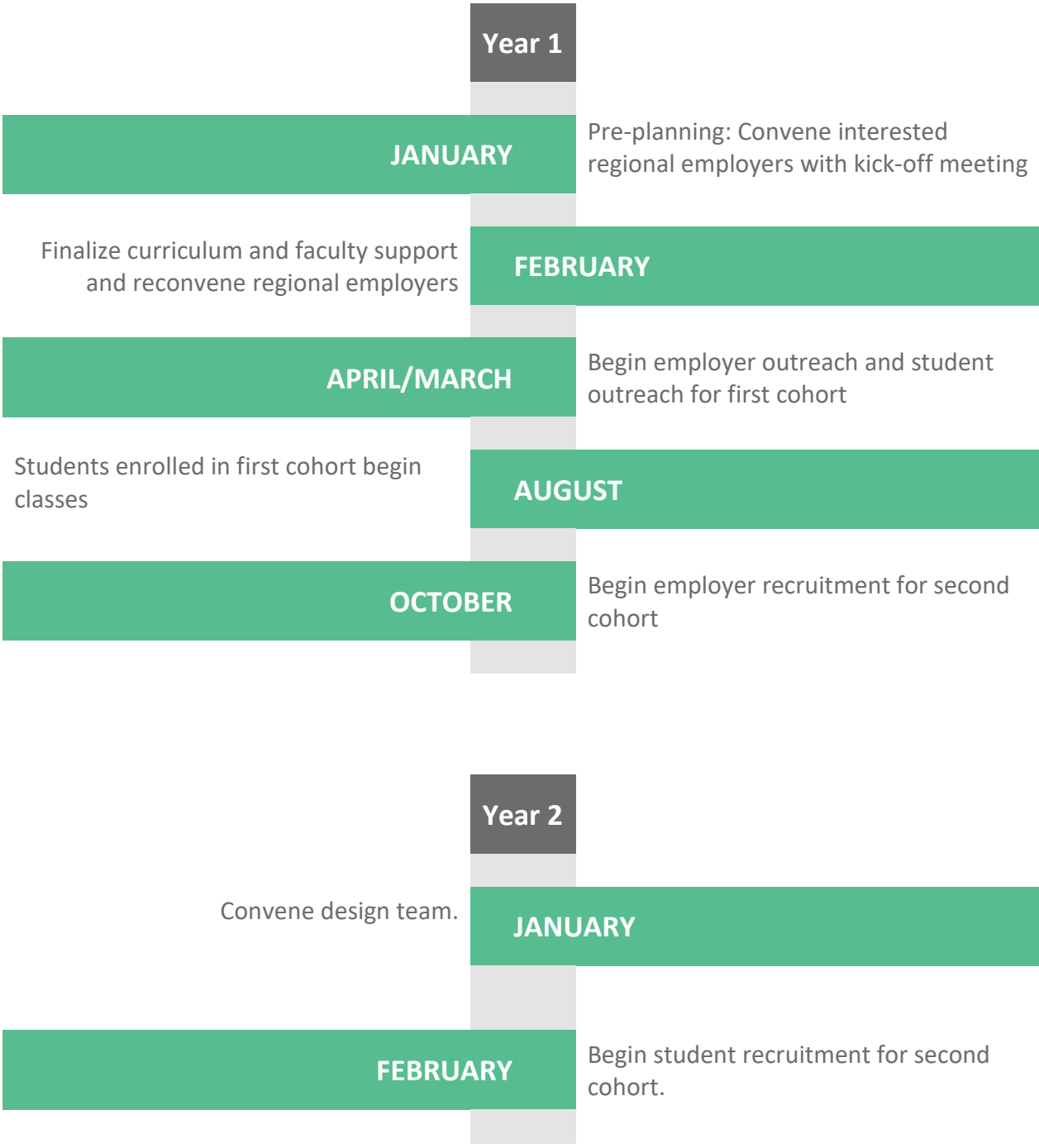
CAREER / ACADEMIC ADVISOR

- Provides degree program information to interested students, directs them to attend information sessions; enrolls students in courses and ensures all classes fit into program's block scheduling format.

Student Outreach Strategies



Program Timeline



Program Challenges & Lessons Learned



High school students are committing in April/May for a Fall start.



It is important to connect with high school students early in their senior year, before a decision is made about college.



Not all incoming students will pass the necessary requirements into Math courses, and room should be left in the schedule to take additional math courses.



Employers will require more than one touchpoint and at least one touchpoint should be in person with the subject matter experts and Human Resources.



The Veteran population is a good recruitment source for the highly technical degrees.



Info sessions are a successful outreach method to target the adult population.



The advisor needs to be a part of the outreach process from the beginning, include them in faculty presentations, curriculum review and other meetings in regards to the program.



Students should submit a resume when they apply and can be connected to resources to assist in preparing / updating as needed.



Based on other models and feedback from industry partners, employers and educational institutes, we learned that TRAIN OH should have students starting their work-based learning in semester 3. Employers value the two semesters prior of learning.



Many students are interested in the degree because they understand there are jobs available at the end of the degree. It is important to show the connection to a job.

Program Results

49

Employer Partners

interested in reviewing resumes, interviewing students, and/or committing to help in design of TRAIN OH.

39

Work-Based Learning Commitments

with seventeen (17) different employers.

23

High School and/or Career Center Connections

for campus tours, program presentations, and lab tours.

Student Success Story

Kraig Holler was working part-time at an auto parts store when he developed an interest in the technology field. After learning of LCCC's micro-electrical mechanical systems (MEMS) degree program offered through TRAIN OH, he decided to enroll. Kraig was hired by Nano Bio, a tech development startup company, almost immediately into his first semester. His position allowed him to gain hands-on learning and put to use the skills and knowledge he was taught in the classroom. After graduating from the program, Kraig was hired by NanoBio full-time as a senior engineering tech. manufacturer.

“BECAUSE OF THE EXPERIENCE I’VE GAINED ALONG THE WAY WITH WORKING FOR NANOBIO ... IT’S ACTUALLY OPENED UP MORE DOORS FOR ME.”

Kraig Holler
2016 graduate

Contact Us

TERRI BURGESS SANDU

Director, Talent and Business Innovation
tsandu@lorainccc.edu | 440.366.4215

BERNIE GOSKY

Project Manager, Ohio TechNet
bgosky@lorainccc.edu | 440.366.4233

COURTNEY TENHOVER

Program Developer
ctenhover@lorainccc.edu | 440.366.4217

Disclaimer:

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