One Crucial Key to Success: Coordination

Meetings
- Monthly Program Director Meetings.
- Bi-Weekly meetings with community-based partners.

Tracking Data
- Incorporate Share-Point sites for your members.
- Available Software: Microsoft Access, Apricot, and ETO by Software Solutions.

Participants
- Use social media networks to maintain communication.
- Work with the Workforce Investment Board for referrals and information exchange.

Grantees discussed various coordination efforts used to facilitate effective performance management strategies.

Meetings: When initially designing the project, create a management plan using an annual calendar. Have meetings between different groups or departments (i.e. directors, partners, coordinators, coaches) planned far in advance.

Tracking Data: Use a share-point website where project managers from different colleges can post information that is easily accessed by project staff.

TAACCCT Grantees: Coordinate with the local Public Workforce System to host job and information fairs that attract TAA eligible workers. Planning activities with parties outside of the college can increase your participant numbers and community exposure.

Additional Strategies for Success

✓ Have students create a LinkedIn profile as part of their enrollment process.
   → Project staff can then use student LinkedIn profiles to remain up-to-date on changes in student’s employment. This method can be extremely useful for performance outcome reporting.

✓ Provide a standardized data document listing the key data points that must be captured for all data tracking.
   → Creating a standard data form for consortium colleges to periodically complete and submit to the project director will establish a consistent set of data between colleges that will ease reporting processes.

✓ Be very familiar with the DOL terms and tracking requirements during the initial planning phases of your project— it will save a lot of time in the long-run.
   → Set up an efficient data tracking and participant tracking system that will allow you to effectively and efficiently track student progress and employment after graduation.