Tools of the Trade

Build the Foundation—Checklist

September 2018 – Beta Version

Welcome to the Build the Foundation Checklist – part of the Coffey Consulting's Tools of the Trade – Resource Guides and Workbooks to help you hit the "pause button" as you plan and implement your program. Completing this checklist will help:

☑ Confirm your program's missing pieces
☑ Determine how best your Coach can assist you in achieving goals and objectives
☑ Verify the Resource Guide and Workbook pages which are most relevant to your needs

There are lots of ways to use this form. Your leadership team can fill it out or you can have your core staff members complete and then compare responses. The second approach provides opportunities to consider consistent and inconsistent beliefs and practices among staff members, setting the stage to get everyone on the same page. Either way, you may want to consider using this checklist after about a month into your planning phase.

1. **Does your program have a comprehensive plan to address the following risk factors? Check all that apply:**
   - ☐ Lack of employment
   - ☐ Educational and vocational skill deficiencies
   - ☐ High poverty/financial challenges
   - ☐ Interpersonal communication
   - ☐ Health and wellness (i.e., substance abuse and mental health)
   - ☐ Family challenges
   - ☐ Childhood trauma, domestic violence, sexual abuse
   - ☐ Housing/shelter
   - ☐ Other _____
   - ☐ All of the above

2. **Does your program include the following services? Check all that apply:**
   - ☐ Employment-focused services including:
     - Registered Apprenticeship
     - Career Pathways
     - Work-based learning
   - ☐ Soft skills training
   - ☐ Job search
   - ☐ Job retention
   - ☐ Education and vocational credentials
   - ☐ Wrap-around services
   - ☐ Mentoring:
     - One-on-one/group
     - Life coaching
     - Other _____
   - ☐ Financial literacy
   - ☐ Legal services
   - ☐ Other _____
   - ☐ All of the above

3. **Reviewing your proposed list of services from your Statement of Work (SOW) and your capacity to deliver them, do you have what you need to move your activities forward?**
   - ☐ Yes
   - ☐ No
   - ☐ Unsure

4. **Are strategies supported by experienced, professional staff?**
   - ☐ Yes
   - ☐ No
   - ☐ Unsure

5. **Are all strategies:**
   Evidence-based and informed? (Approaches that are validated by documented scientific evidence or studies.)
   - ☐ Yes
   - ☐ No
   - ☐ Unsure

   Client-centered as opposed to results-based? (Approaches that provide services to participants in a coordinated manner so they have access to needed resources, and information and assistance, ultimately enabling them to become self-sufficient.)
   - ☐ Yes
   - ☐ No
   - ☐ Unsure

6. **Are planning processes logical and consistent?**
   - ☐ Yes
   - ☐ No
   - ☐ Unsure

7. **Does your planning process help you stay pro-active rather than re-active? For example, are processes in place to report on placement information when asked or do you find yourself scrambling when such a request arises?**
   - ☐ Yes
   - ☐ No
   - ☐ Unsure

8. **Did you fulfill your planning period milestones?**
   - ☐ Yes
   - ☐ No
   - ☐ Unsure

Thank you for completing the Build the Foundation Checklist. We hope that this experience provides opportunities to help you confirm your progress. Share results with your Coach to confirm how the Tools of the Trade: Build the Foundation—Resource Guide and Workbook can help you.