2018 - 2019 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART

YOUR PROGRAM/AGENCY NAME:
Passport Introduction to Leadership Program (PILP)/County of Santa Barbara (COSB) Employees' University (EU)

IDENTIFY OFFICIAL AEBG PROGRAM AREA 1 – 7 as identified in the AEBG Three-Year Plan:
Area #6: Careers and Technical Education

NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
1.	**Ensure accurate recordkeeping in alignment with County and consortium requirements**	A. Develop a tracking system to track and record training completion, promotional applications, and promotional opportunities accepted	December 1, 2018	COSB-EU	Accurate tracking of grant costs	TBD
2.	**Develop detailed enrichment leadership training program for entry level employees, to build pathways to career success at the County of Santa Barbara**	A. Match individual learning/success blueprints to targeted positions as defined on career ladders	March 1, 2019	COSB-EU	Detailed program model and learning blueprints	Diagram
		B. Plot Program Delivery Calendar	December, 2018	COSB-HR and SBCC CSI	Achievable timeline	PP to PS in P Program Calendar
		C. Finalize notification process for accepted and rejected applicants	December, 2018	COSB-HR	Respectful and kind response to all applicants	App Track Spreadsheet

2018 - 2019 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART

NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
3.	Define a curriculum based on COSB current business needs that will lead adult learners to enhanced leadership, knowledge, skills and abilities.	**A.** Overall curriculum planning: course selection, development, enhancement, tailoring & design work	August-December 2018	COSB-HR	A strategic, comprehensive and vigorous curriculum	Excel Spreadsheet and ePersonality (eP) HRIS, Velsoft curriculum planner
		B. Capture course content, materials and process in high quality structured curriculum	August-December 2018	COSB-HR	Formal course delivery documents to ensure a consistent iterative process	Word and Publisher Documents, Velsoft
4.	Design meaningful outcomes captured by various measurements and tools and shared with consortium stakeholders	**Design program tracking & reporting** **A.** Delineate use and timing of assessment: 10 Rule Assessments, participant interview and instructor debriefs for creation of progress reports (spot checks, bi-monthly and final)	October, 2018	COSB-HR	Data based decision making through quantitative and objective criteria	10 Rule Assessment ePersonality (eP-COSB) for tracking training and Excel spreadsheet for case notes
		B. Determine process for progress report delivery and follow-up with participants; using sign in sheets, pre/post testing, activity logs, case notes, performance reports	October, 2018	COSB-HR	Clear, ongoing and respectful communication with all program participants	Progress and observation notes to file and one-on-one performance meetings

2018 - 2019 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART

NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
5.	To attract a diverse pool of applicants through creative and engaging marketing and communication	A. Create Marketing Plan and message, event calendar, collateral and presentation materials	November, 2018	COSB-HR	Accessible marketing that appeals to an array of individuals, cultures and backgrounds	Word, Publisher, Adobe, Video recordings
		B. Conduct internal (COSB) outreach to recruit applicants; leverage existing CBO contacts	November & December, 2018	COSB-HR	A minimum of 50 applicants	Applications
6.	Deliver a compelling and effective learning program that leads to career success and promotional opportunities	Deliver Program: A. Conduct outreach, intake, assessment, triage, assignment, courses and periodic check-in and review (Conduct pre and post program assessment for benchmarking purposes.)	January, 2019-June, 2019	COSB-HR	50 participants will be given an individualized Learning Blueprints mapped to specific career ladders; Capture of metrics for program evaluation	Excel Spreadsheet
		B. Create a cohort social/communication and coaching platform (Moodle)	January, 2019	COSB-HR	Informal support system and cohort communication tool	TBD
		C. Fine-tune/course correct as necessary, track modifications and progress	January – June, 2019	COSB-HR	Continuous improvement of process and service	Excel Spreadsheet

NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
7.	**Use strategic follow-up and future planning to create a positive and sustainable program**	**A.** Conduct "commencement" ceremony, celebration and advertise success	June/July, 2019	COSB-HR and SBCC	Recognition as a positive and worthwhile endeavor.	Word Documents
		B. Debrief with internal and external partners, use surveys and focus groups, collect testimonials, success stories, chart learned efficiencies and possible improvements	July, 2019	COSH-HR and SBCC	Identification of areas for improvement and streamlining	Written survey of participants and partners and verbal debrief
		C. Compile year-end comprehensive report and submit to consortium and board; review ongoing data tracking for long term follow up	July, 2019	COSB-HR	Meaningful data that supports the investment and details the personal, organizational and community impact.	SurveyMonkey, Excel Spreadsheet, Word Documents