



WELCOME!

IET Design Camp

Phase 1: Research and Assess





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We recommend using your computer for audio to facilitate participation.



Please mute your microphone and turn on your camera.



During the webinar, chat the entire group for questions and comments related to the content.



If you experience problems during the webinar, message or email _____ at _____.



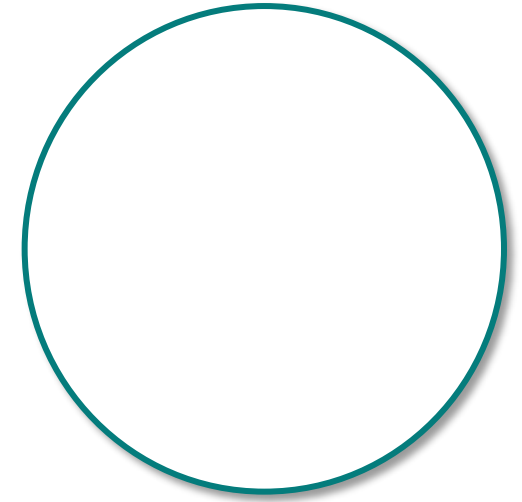
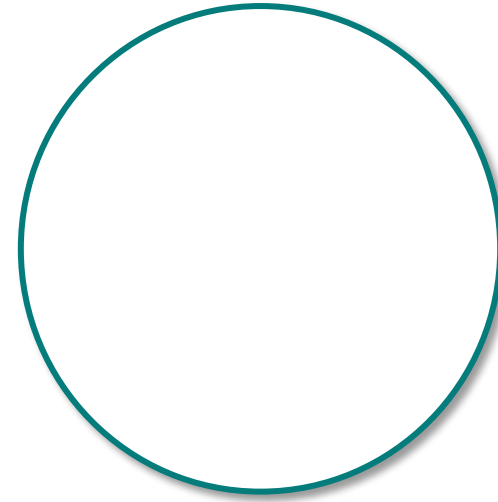
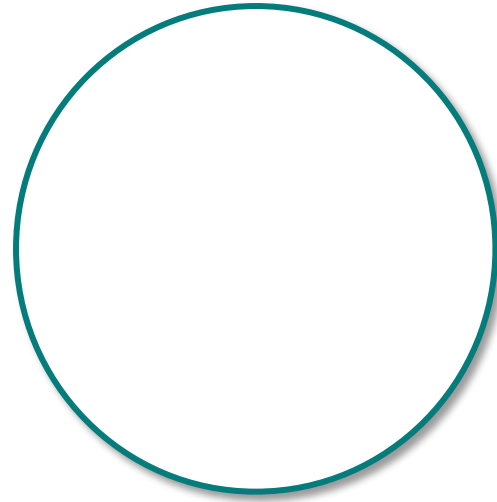
Remember to take notes in your Participant Guide!



Agenda

- Introduction
- Overview of the Research and Assess Phase
 - Key Tasks
 - Breakout Group Activity: Reflecting on your current process
- Understanding Community Needs
- Plan and Conduct a Needs Assessment
 - Five Key Research Areas
- Identify Insights and Brainstorm Solutions
- Wrap-Up





Today's Trainers



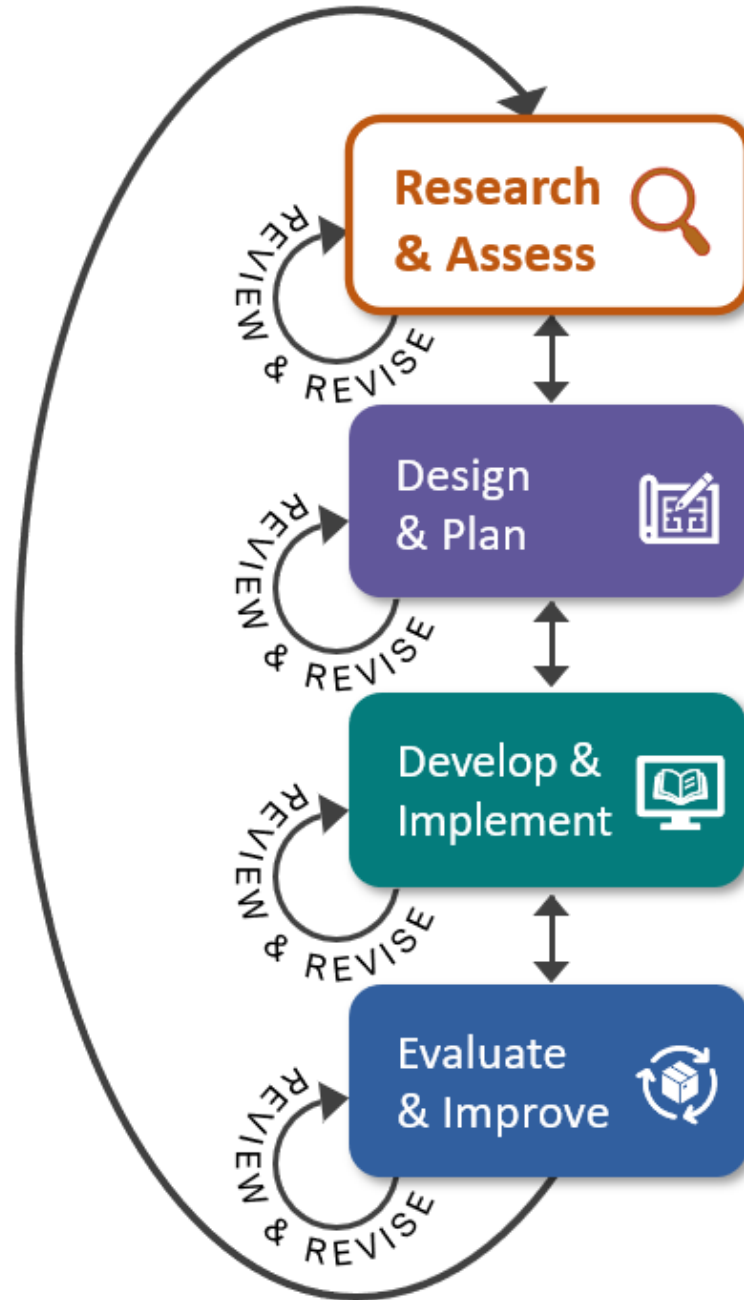
IET Design Camp

WE ARE HERE



WEEK 1	WEEKS 2 & 3	WEEKS 4 & 5	WEEKS 6 & 7	WEEKS 8 & 9
Orientation	Phase 1: Research and Assess 	Phase 2: Design and Plan 	Phase 3: Develop and Implement 	Phase 4: Evaluate and Improve 
MONDAY Toolkit reading assignment	MONDAY Toolkit reading assignment	MONDAY Toolkit reading assignment	MONDAY Toolkit reading assignment	MONDAY Toolkit reading assignment
TUESDAY Training Webinar	TUESDAY Training Webinar	TUESDAY Training Webinar	TUESDAY Training Webinar	TUESDAY Training Webinar
	WED – MON Team Activity	WED – WED Team Activity	WED – WED Team Activity	WED – WED Team Activity
	TUESDAY Cohort Discussion	THURSDAY Cohort Discussion	THURSDAY Cohort Discussion	THURSDAY Closing Session

Key Tasks for Research & Assess Phase



- ✓ Conduct a needs assessment
- ✓ Analyze results and identify key insights
- ✓ Brainstorm IET solutions
- ✓ Select an IET program opportunity

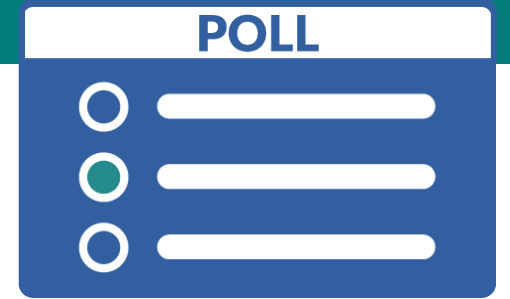


Group Discussion: Reflect on Your Reading

What activity in the **Research and Assess** phase of the IET Toolkit is new to your process of selecting an IET program to develop?

Please share your thoughts with the group.

Poll: Your Research Activities



Think about your current process for selecting an IET program. Which of the key areas of research do you feel most confident about?

You may choose more than one.

- A. State and Local IET Policy and Career Pathways Options
- B. Regional Workforce Development Needs
- C. Community Resources to Support your Program
- D. Emerging and Promising Practices in IET Programs
- E. Learner and Business Needs

Breakout Group Activity #1

Reflecting on Your Current Process



Share your answers to the following question:



10 min.

What process did you use to identify the industry/sector focus of your most recent IET OR other training program?



Understanding Community Needs

Importance of Conducting Research to Assess Needs

Building Programs that Complement Existing Resources
and Offerings

A Repeatable Process

Importance of Conducting Research to Assess Community Needs

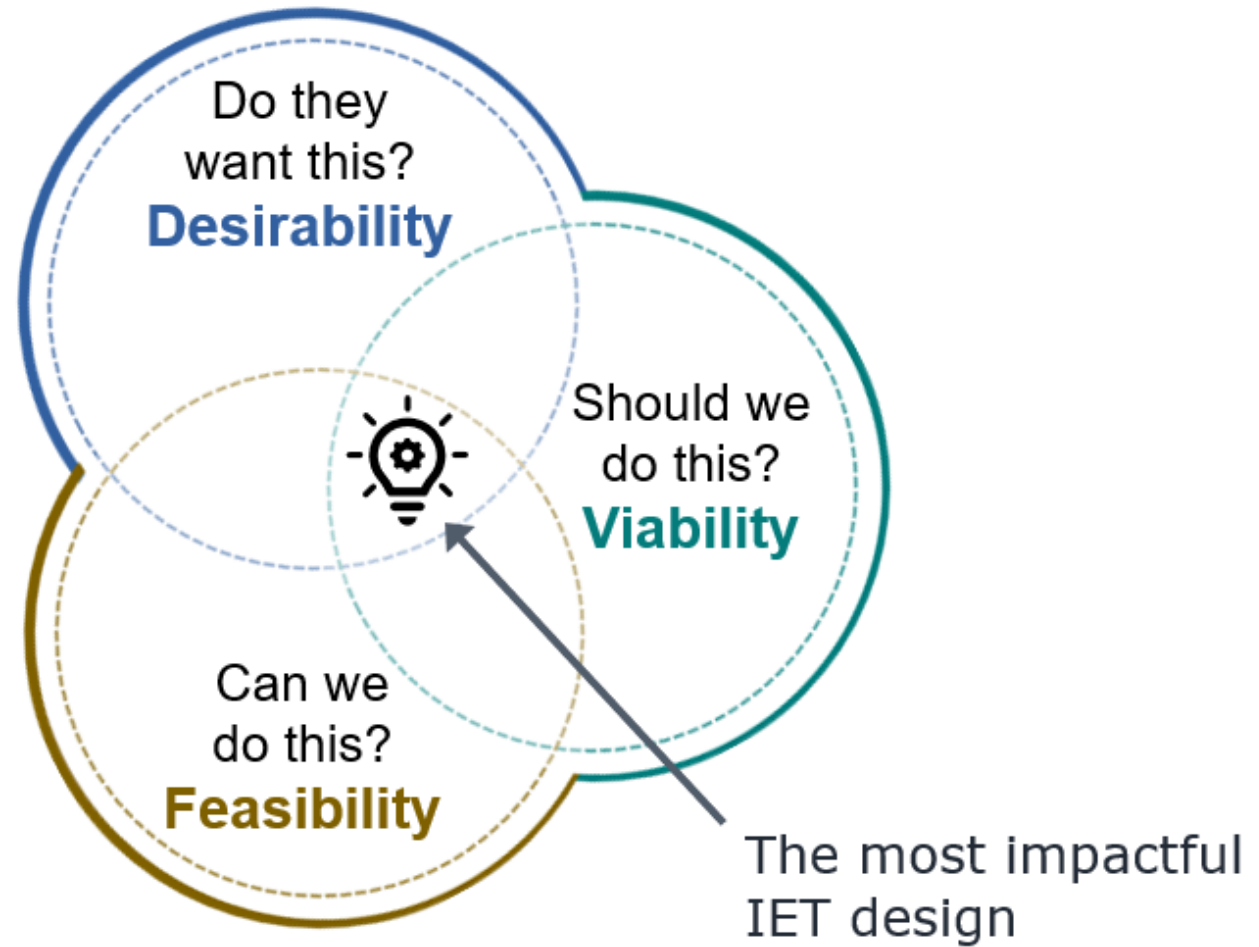
Understanding community needs strengthens IET program design by:

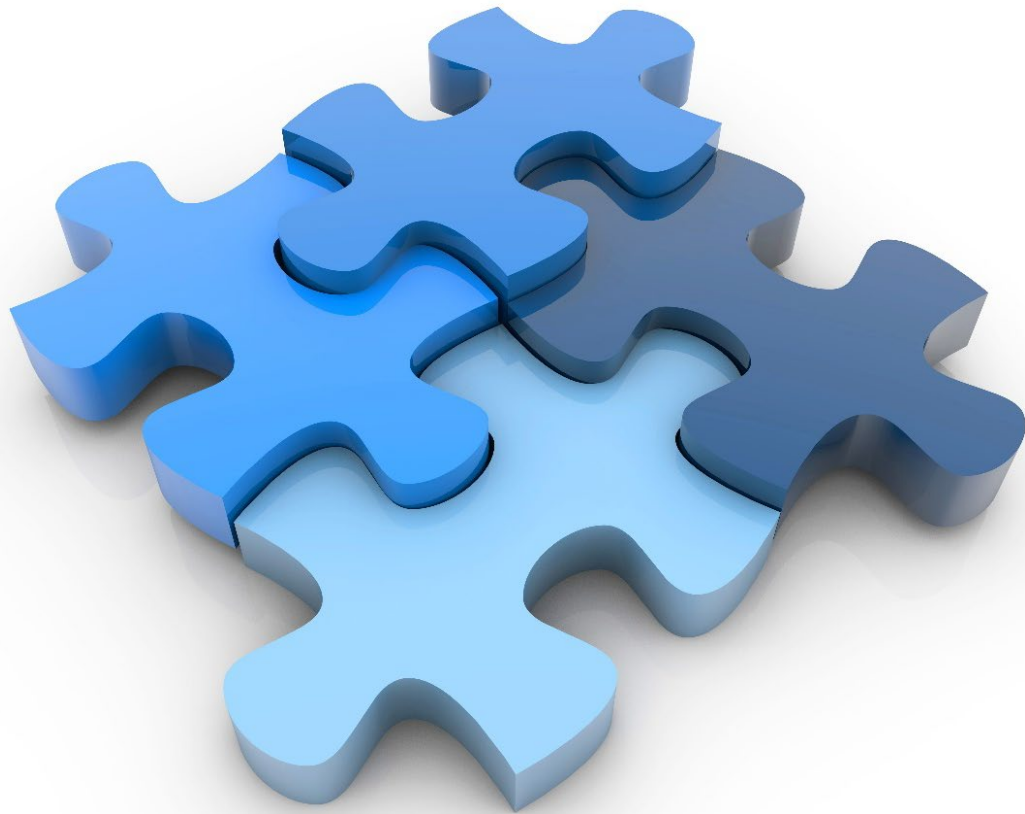
- Focusing resources on programs that are good for learners, business, and program partners.
- Building programs that complement existing community and state resources and offerings.
- Creating new or opening more career pathways to adult learners.



Developing Impactful IET Programs

By understanding our community's needs, we can develop quality, high-impact IET programs. . .





Complementing Other Community Offerings

. . . and we can select IET programs that complement other community offerings.



A Repeatable Process

The process will give you insights into:

- Unmet needs your community might have that IET can help address.
- Learner populations you might serve.
- Learner needs you might address through the IET program design.
- Funding opportunities you might access.
- Industries and occupations you might target.
- Innovative or promising IET programs can inspire your work.

IET Assess Tool

IET Assess Tool

Initial *How Might We* Question

- Refer to the *Start with a Question* section of the IET Toolkit under *1.1 Conduct a Needs Assessment*

Initial *How Might We* Question

IET Assess Tool

Identify Stakeholders Template

- Refer to the *Identify Stakeholders* section of the IET Toolkit under *1.1 Conduct a Needs Assessment*

Assessment Element	(Adult)
Key Area #1: State and Local IET	
IET Policy	
Career Pathways	
Key Area #2: Regional Workfor	
Workforce Needs	
Workforce Needs	
Key Area #3: Community Resou	
Supportive Services	
Supportive Services	
Potential Funder	
Potential Funder	
Key Area #4: Emerging and Prom	
IET Program	
IET Program	
Key Area #5: Learner and Busin	
Learner Needs	
Business Needs	

IET Assess Tool

Needs Assessment Work Plan Template

- Refer to the *Plan your Needs Assessment* section of the IET Toolkit in *1.1 Conduct a Needs Assessment*

Assessment Element	Tasks	Person Responsible	Start Date	End Date
Key Area #1: State and Local IET Policy and Career Pathways Options				
IET State and Local Policy				
Career Pathways Options				
Key Area #2: Regional Workforce Development Needs				
Workforce Needs				
Services for Learners and Learner Needs				
Key Area #3: Community Resources to Support Your Program				
Supportive Services				
Supportive Services				
Funding				
Funding				
Key Area #4: Emerging and Promising IET Program Practices				
Reviewing Practices				
Reviewing Practices				
Key Area #5: Learner and Business Needs				
Learner Needs				
Business Needs				



Understanding Community Needs
Questions?



Plan and Conduct a Needs Assessment

What is a Needs Assessment?

Five Key Areas to Assess

Activity: Explore Key Areas and Practice Applying Concepts

What is a Needs Assessment?

The process of collecting and analyzing information to inform the development of an effective IET program that will address community and learner needs.



IDENTIFY the information you need.



GATHER the information.



IDENTIFY key themes and insights.



APPLY what you learned to select your IET program.



Note: Consider the level of effort you/your team can invest—light touch vs. deep dive.

Five Key Areas of Research



State and Local
IET Policy and
Career Pathways
Options



Regional
Workforce
Development
Needs



Community
Resources to
Support your
Program



Emerging and
Promising
Practices in IET
Programs



Learner and
Business
Needs



Breakout Group Activity #2

Explore Key Areas to Assess



For your assigned Key Area, discuss each question and brainstorm answers.



15 min.

- Who do you need to talk to and why? What would this look like for you? (5 min)
- What questions do you need to ask? (5 min)
- What challenges do you think you will encounter in assessing needs in this area and how might you resolve those challenges? (5 min)

A Deeper Dive into the Five Key Areas



State and Local IET Policy and Career Pathways Options



Regional Workforce Development Needs



Community Resources to Support your Program



Emerging and Promising Practices in IET Programs



Learner and Business Needs

1) State IET Policy and Career Pathways

Some Key Policy Questions to Answer:

1. Does our state have any requirements for IET programs? If so, what are they, and where are they documented?
2. Does our state or local area provide funding for IET, either through federal funds, specific appropriations from state budgets, or private sector funds?
3. Where can we find our state's adult education content standards?



Some Key Career Pathways Questions to Answer:

1. What career pathway efforts and/or other adult education training programs are under way in our community?
2. How can an IET program become part of an existing career pathway program to serve adult learners?



2) Regional Workforce Development Needs

Some Key Questions to Answer:

1. What are the important and growing industry sectors in our region and who are the significant employers in these sectors?
2. Which businesses are having trouble hiring and retaining workers with the right skills, and what specific challenges are they facing?
3. What skills and credentials do these businesses value?
4. What programs/organizations currently provide education and training for adult learners as they prepare for and enter in-demand occupations?
5. What gaps exist in regional services to adult learners?



3a) Community Resources: Training Providers

Some Key Questions to Answer:

1. Who are the high-quality training providers in my region?
2. Who are potential, high-quality virtual training providers?
3. Which providers are accessible to my learners (public transit accessible, etc.)?
4. Which training providers are supportive of the integration goals of IET? Are they willing and able to invest the time to integrate technical and academic components into the IET program?



3b) Community Resources: Funding and Learner Supports

Some Key Questions to Answer:

1. What funding sources are available to support IET in this community and state?
2. What services are available in our community to support learner success?
 - What are the requirements and procedures for accessing them?
 - Who provides them, and what relationships might you need to build, or what partnerships might you need to establish, to help your learners access them?



4) Emerging and Promising Practices in IET Programs

Some Key Questions to Answer:

1. What are some key features of successful IET programs or other workforce development programs that we might want to consider for our IET program designs? What made those features effective in other programs?
2. What are some lessons IET providers or other workforce development providers have learned that we can factor into our work?



5) Learner and Business Needs



Learner Needs

1. What are the educational and career goals of potential learners?
2. What types of curriculum design and delivery strategies work best?
3. What experiences outside the classroom (both positive and negative) impact learner success?
4. What ideas do learners have about how IET programs should be designed?



Business Needs

1. How do local employers recruit and hire for the occupations you might target with an IET program?
2. What challenges do people in that occupation have that make it difficult for them to succeed on the job?
3. What makes employees successful in these companies?
4. How do employees advance in their career in these companies?



Plan and Conduct a
Needs Assessment
Questions?



Identify Insights and Brainstorm Solutions

Synthesize Needs Assessment Data

Second Round of Reflection: Questions to Answer

Brainstorm Solutions and Select an IET

Synthesize Needs Assessment Data



To synthesize is to:

- Combine ideas, insights, and perspectives by reflecting on the information
- Merge elements to gain an evolving understanding

First Round of Reflection

Look for:

- Patterns in the data
- Interesting/unexpected feedback
- Topics or ideas that need further investigation/discussion

TIPS

- Use the *Needs Assessment Research* section of the **Assess Tool** to capture findings.
- Use the data collected in the **Notetaking Tool**.
- Capture any relevant state policies that govern IET activities.

Second Round of Reflection



Reflecting with Partners

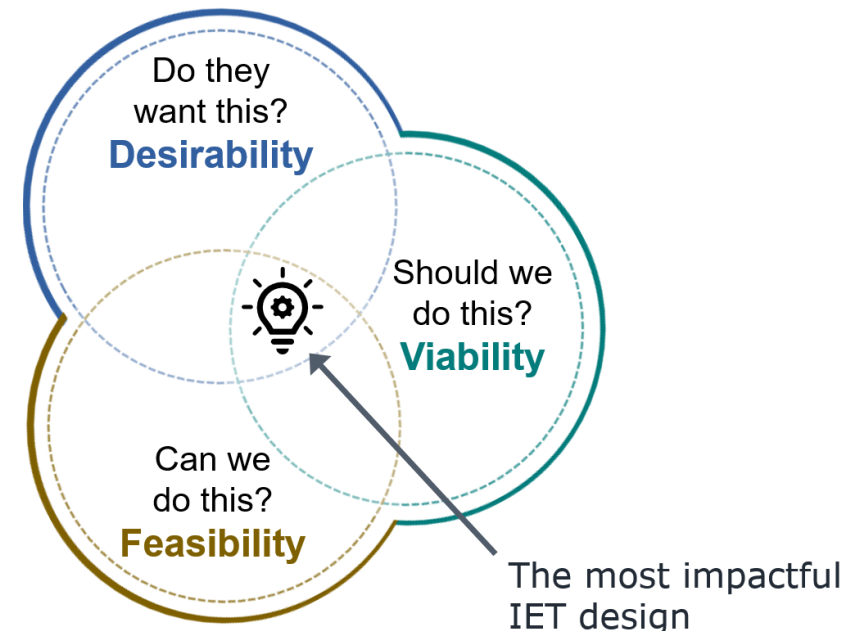
Questions to answer:

- What unmet needs does our community (including business, employers, and workforce development partners) have that IET can help address?
- What learner populations might we serve?
- What learner needs might we address?
- What funding opportunities might we access?
- What industries and occupations might we target?
- What innovative or promising IET programs can inspire our work?
- What partners do we need for this work?



Brainstorm Solutions and Select an IET

- Involve the design team and key stakeholders.
- Start by allowing all ideas without analyzing them.
- Discuss each brainstormed option and identify the most desirable, viable, and feasible options.
Consider:
 - Which are good for learners, business, and program partners.
 - Which are or will be able to be part of a new or existing career pathway.
- Select the option(s) that will best meet the community needs and complement existing community and state resources and offerings.





Identify Insights and
Brainstorm Solutions
Questions?



Wrap-Up

Key Takeaways

Reflections/Questions

Next Steps

3

Key Takeaways



Quality IET programs respond to community and learner needs.

There are five areas of research that can help with IET program selection:



- State and Local IET Policy and Career Pathways Options
- Regional Workforce Development Needs
- Community Resources to Support your Program
- Emerging and Promising Practices in IET Programs
- Learner and Business Needs



Conduct a needs assessment to gather information to help you understand community and learner needs, identify insights, and select a viable, feasible, and desirable IET program.

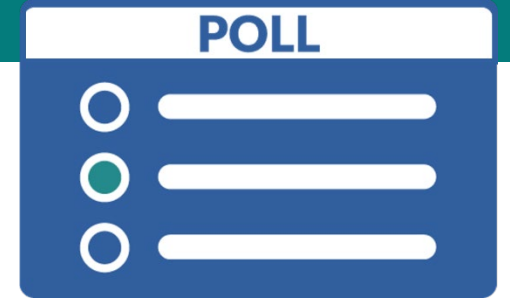
Group Discussion



Reflect on what you learned today.

- Did you gain any new ideas that might help you in this work?
- How might the ideas and approaches discussed today impact your work?
- What challenges do you anticipate in conducting these activities to inform your IET program selection process?

Poll: Relevance



How prepared do you feel you are to incorporate what you have learned today into your practice?

Select 1:



I feel very prepared.



I feel somewhat prepared.



I may need more training/support first.



Next Steps

Phase 1: Research and Assess

- Team Activity ([ENTER DAYS TO COMPLETE])

Use the IET Assess Tool to complete the following:

- Draft a preliminary list of key stakeholders for your IET program—both those you currently engage and new stakeholder relationships.
 - Identify and assess gaps in your understanding of your community’s needs (learners and employers).
 - Identify steps you can take to fill in those gaps.
- Cohort Discussions – [ENTER DATE AND TIME]



Next Steps (cont.)

Phase 2: Design and Plan

- Individual Assignment (before next training session on [ENTER DATE and TIME]):
 - Read Section **2.0 Design and Plan** in the IET Toolkit
 - Review the IET Planning Tool and all desk aids for the section
 - Take notes and write down your questions about the Design and Plan phase in your **Participant Guide**
- Next Training Session – [ENTER DATE AND TIME]