

# Bridge Planning Notes

This packet of planning sheets is for use throughout the online and face-to-face components of the Bridge Program Development Basics Training. It is designed to serve as a place for you to keep notes during the training which can then serve as a resource following the training. Please bring this packet with you to the face-to-face training.

Directions: After you finish the online presentation "**Bridge Program Definition,**" use this page to reflect on the core elements you already have in place in your program.

Bridge Program Core Elements	What do I already have in place?
<p data-bbox="107 516 478 578"><b>Contextualized Curriculum/ Instruction</b></p> <p data-bbox="107 837 501 867"><b>Career Development Services</b></p> <p data-bbox="107 1127 363 1156"><b>Transition Services</b></p>	

## Determining the Need

### Online Assignment 1: Exploring Illinois workNet™, [www.illinoisworknet.com](http://www.illinoisworknet.com)

**Directions:** Choose a career cluster to explore. Use this page to record information that will help you determine if there is a need for a Bridge program in that career cluster in your region. The column headings in quotations in the chart below match the names of reports you can view on the website.

#### Hints for navigating the website

1. Click on the *Key Sectors* area, then click on the career cluster that you want to explore.
2. On the blue bar at the left, click on *Regional Snapshot* to see an interactive map of Illinois divided into a number of economic regions.
3. Click on *your region*. A new page will open that offers you data reports on your region.
4. Scroll down until you see the heading Presentation Quality Reports. Use the drop down menus to select reports you would like to see on the screen or print out.

Career Cluster	"Fastest Growing Occupations" in your Region	"Employment Trends"	"Top Three Jobs in Occupations with Wages"	Training Program in Your Area?	Potential for Bridge Programming?
<b>Healthcare</b>					
<b>Manufacturing</b>					
<b>Transportation, Distribution, Logistics</b>					
<b>Other</b>					

## Determining the Need

### Online Assignment 2: Sources of Data (Other than Illinois workNet™)

Directions: After completing the online presentation “**Determining the Need**,” identify some potential sources and begin collecting information about the employment outlook in your community for one or more career clusters.

Sources of Data	Important Industries in your Local Area:	Jobs within Industry Requiring Certificate Training Program and Requirements of Targeted Jobs	Programs in Local Area Preparing Adults for Targeted Jobs	Requirements for Entry into Training	Student Interest in Industry or Career Areas
<b>Source #1</b>					
<b>Source #2</b>					
<b>Source #3</b>					

**BEFORE**

**Establish Partnerships and Collaborations**

Possible Partners	Already a partner?	Service(s) Partner can Provide	Benefits to Partner	Contact, by whom? How?	Next Steps/ Person Responsible/ Due Date
<p><b>Education and training providers</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Employment-related entities</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Support service providers</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>					
<p>Other sources of information on how to establish partnerships</p>					

**BEFORE**

**Develop Contextualized Curriculum**

Potential Team Members	Who is already in place?	Who else do we need? Which partners can help?	Next Steps/ Person Responsible/ Due Date
<p><i>Who can work as a team to integrate the content and develop our curriculum?</i></p> <p><b>Industry knowledge for the cluster and pathway</b></p> <ul style="list-style-type: none"> <li>▪ authentic materials</li> <li>▪ industry vocabulary</li> <li>▪ authentic situations</li> <li>▪ technology</li> </ul> <p><b>Basic skills instruction knowledge</b></p> <ul style="list-style-type: none"> <li>▪ materials</li> <li>▪ teaching techniques including technology</li> </ul> <p><b>Workplace knowledge and skills</b></p> <ul style="list-style-type: none"> <li>▪ job search</li> <li>▪ soft skills</li> </ul>			

Other sources of information on how to develop a Bridge curriculum

**Plan for Addressing Career Development**

Ideas for ways to incorporate career development into the Bridge program	What is already in place?	What else do we need? Which partners can help?	Next Steps/ Person Responsible/ Due Date
<p><b>Career Awareness</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Career Planning/Exploration</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Career Preparation/Understanding the World of Work</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>			
<p>Other sources of information on how to address career development</p>			

**BEFORE and DURING****Assess Students**

Purpose for Assessment	Tools	Process and Timeframe	What is already in place?	What else do we need?	Next Steps/ Person Responsible
<p>To determine students' employment readiness or academic skills prior to instruction and after</p> <p>To monitor students' progress during Bridge instruction</p> <p>To determine students' readiness to take employment or academic entrance tests</p> <p>To determine students' ability to meet licensing or certification requirements in the industry</p>					
Other sources of information on student assessment					

**BEFORE**

**Hire and Train Instructors**

Possible Instructors	Background in industry?	Experience/knowledge of Adult Ed?	Interest in teaching Bridge program?	Able/willing to be trained?	Ability to coordinate with employer partners?	Ability to coordinate with education partners?
<p><b>Current Adult Ed instructors</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>College faculty</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul> <p><b>Industry professional - partner</b></p> <ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>						
<p><b>Next Steps/Person Responsible/Due Date</b></p>						
<p>Other sources of information on how to hire and train instructors</p>						



**BEFORE**

**Plan Transition Services**

Support services students may need (such as academic or employment counseling, child care, transportation)	What is already in place? Who is delivering it?	What else do we need? Which partners can help?	Next Steps/ Person Responsible/ Due Date
Other sources of information on how to plan and provide transition services			

**BEFORE**

**Determine Target Student Population for Outreach**

Eligibility Requirements	Find in Current Adult Ed Population?	Other Populations	Next Steps/ Person Responsible/ Due Date
<p><b>Employment requirements</b></p>          <p><b>Academic ability</b></p>          <p><b>Language ability</b></p>			
<p>Other sources of information on how to determine the target population</p>			



## BEFORE

## Marketing

Target Audiences	Purpose of Marketing	Marketing Process and Tools	What is already in place?	What else do we need?	Next Steps Person Responsible Due Date
<b>Community</b>					
<b>Partners</b>					
<b>Internal staff</b>					
Other sources of information on marketing					

## DURING and AFTER

## Monitor and Evaluate Program

### Definition of "Program Success" (Desired Outcomes)

Long term

Short term

### Reporting Requirements

Data to Collect	Data Collection Tools	Process	Timeframe	Person Responsible
<ul style="list-style-type: none"><li>▪ Track students entering employment in cluster field or further academic preparation</li><li>▪ Feedback from all stakeholders</li></ul> Other <ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li></ul>				
Other sources of information on monitoring and evaluating a Bridge program				

