Self-Assessment and Action Plan

**Step One: Self-Assessment**

NEDP local agency administration and staff: begin by assessing your agency’s NEDP program using the “Five Hallmarks of a Successful NEDP Agency.” Consider input from administration, Advisor/Assessors, as well as current clients and graduates.

1. Our agency’s staffing is thoughtful and appropriate, with an administrator or lead Assessor who has time to devote to operating and growing NEDP.

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| Strongly Agree | Agree | Disagree | Strongly Disagree |
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| Indicators: | | | |

1. Our agency has connections to instruction and remediation at all points in the program (intake, Diagnostics, Generalized Assessment)

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| Strongly Agree | Agree | Disagree | Strongly Disagree |
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| Indicators: | | | |

1. Our agency has strong connections to potential sources of referrals, including WIOA partners, employers, and other community agencies.

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| Strongly Agree | Agree | Disagree | Strongly Disagree |
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| Indicators: | | | |

1. Our agency knows – and uses – its resources, including state and national trainers, the NEDP Professionals Page, continuing professional development, and NEDP manuals.

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| Strongly Agree | Agree | Disagree | Strongly Disagree |
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| Indicators: | | | |

1. Our entire staff (including non-NEDP staff such as intake and HSE and ELA instructors) knows about and advocates for NEDP.

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| Strongly Agree | Agree | Disagree | Strongly Disagree |
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| Indicators: | | | |

**Step Two: Identify Priorities**

What are your top two priorities from above list (or elsewhere)? Develop a goal for these priorities that can be reached by M/D/Y.

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| **Priority One** | **Goal for Priority One** |
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| **Priority Two** | **Goal for Priority Two** |
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**Examples:**

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| **Priority One** | **Goal for Priority One** |
| Share NEDP information with community partners. | By 6/30/20, enroll 10 NEDP clients referred by community partners. |

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| **Priority Two** | **Goal for Priority Two** |
| Thoughtfully select staff to operate NEDP. | By 1/31/20, identify one trained NEDP staff who will be responsible for the day-to-day operations of the program. |

**Step Three: Create an Action Plan**

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| **Action Step-** what needs to be done to achieve the goal? | **Person(s) Responsible-** who needs to act to make this happen? | **Deadline-** When should this be done? | **Resources-** What is needed to complete this action? | **Result-** Was this step successfully completed? How do we know? |
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**Example:**

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| **Action Step-** what needs to be done to enroll 10 clients referred by community partners? | **Person(s) Responsible-** who needs to act to make this happen? | **Deadline-** When should this be done? | **Resources-** What is needed to complete this action? | **Result-** Was this step successfully completed? How do we know? |
| Create list of 10 – 15 community partners and employers with a stake in adult education. | Lead Assessor and Regional Specialist | 10/31/19 | Internet, WIOA regional plan | Yes, list of 15 community partners with contact names & info created by 10/31/18 |
| Develop a schedule for contacting each identified partner | Lead Assessor and Regional Specialist | 11/30/19 | Email, calendar | Scheduled meetings with 10 of the identified partners over the next 6 months |
| Create NEDP informational presentation | Lead Assessor, Regional Specialist, NEDP staff | 11/30/19 | Printer/ink/paper, PPT application, printed tri-fold brochures, T Trainer login for system tour | Yes, information session adapted with local information created before first scheduled visit |
| Conduct information sessions as scheduled | Lead Assessor, Regional Specialist | 6/30/20 | Laptop computer with internet, T Trainer login, outreach materials | 10 information sessions were presented to community partners |
| Follow up with each contact at 2 weeks, 1 month, and 3 months after presentation | Lead Assessor | At intervals after presentations | Phone and email | Touched base with community partners to see if they needed more materials, information, etc. |
| Document clients who were referred from other agencies | Lead Assessor, NEDP Advisors | 6/30/20 and beyond | Excel spreadsheet | Documented when clients said they heard about us from a community partner or when a partner gave us a client’s contact info on the spreadsheet. |