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**Training and TA Plan DRAFT**

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| **Topic** | **Details** | **Audience** | **Trainers/SMEs** | **Suggested Timeline** | **Priority Level** | **Method** | **MAWB Lead** | **Notes** |
| Legislative Training: Past, Present, and Influencing the Future | WIOA overview, how federal legislation filters to the local level, understanding policy and funding (include time for networking, breakout out by job function), use updated MAWB Orientation Manual | All staff, particularly newer staff | Workforce SMEs—Trainer  NAWB, NSC, previous director panel | Fall/early Winter 2020 | High | In-person with remote participation optional | Vicki/Anne | Anne volunteered to update manual |
| WF1 Funding Streams | What they need to be tied to and how they need to be entered into WF1 | Local area staff/partners | DEED—Annie T., ETP Staff | Spring 2020 | High | In-person with remote participation optional | Deb | This topic is unclear given the uncertainty around the policy. |
| Performance Measures | Clear explanation of how/why current goals are determined | All staff/partners | ETA | Spring/Summer 2020 | High | In-person with remote participation optional | Jinny | ETA did two performance webinars this spring—does this meet the need? |
| Fiscal staff training | Fiscal policies for grantees | Local area directors, fiscal staff | DEED, Experienced local fiscal staff | Spring/Summer 2020 | High | Webinar | Deb | Mpls is leading one, ask DEED to participate and plan for DEED training |
| Incumbent worker training and OJTs | Best practices in areas that are doing this well, how to engage employers in this work, relevant policies and procedures | Local area directors, staff | Need input | Late summer/early fall | Medium | Sharing at MAWB Committees |  |  |
| Best practices in youth work experience | Share best practices on youth work experiences (engaging employers, ensuring success?) overview of policies and procedures | Local area directors, youth staff | DEED Youth Team, local Directors | Fall/Winter | Medium | Webinar | Ask directors |  |
| ETPL | ETPL vs. OHE role for Licensing/Registration/Exemption determination. Training Provider process to apply to be on ETPL. Clarification on Licensed, Registered, and Exemption with OHE. Required file documentation for training vendors who are exempt. Program expectations for self-study/self-paced training curriculums. WIOA Certified vs. Non-WIOA Certified on ETPL. | Local area staff | DEED, Office of High Ed | Summer/Fall 2020 | Medium | Webinar |  |  |
| DEED policies that also require a local policy | Ensure clarity on what DEED policies require local area policy | Local boards | DEED |  | Low | Written guidance provided |  |  |
| MFIP employment services best practices | Share best practices and innovative ideas used by MFIP Employment Services |  | MFIP staff |  | Low | Sharing at MAWB Committees |  |  |
| Case-Manager Training | MAWB is interested in revisiting the Case Manager training that was historically sponsored by DEED and DHS in previous years. This could be looked at from a WIOA alignment perspective | All Case management staff | Case management SMEs | 2021 | Medium—While it is a high priority for MAWB we realize this a heavier lift | In-person training |  |  |
| **Additional Topics:** Would like to check with DEED monitors on topics they feel training/TA is needed on. |  |  |  |  |  |  |  |  |

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