H-1B Ready to Work GRANTEE TECHNICAL ASSISTANT RESOURCE DOCUMENT SERIES

T. Additional topics may be introduced in the future based on technical assistance needs expressed by grantees or FPOs. Please check the Ready to Work Community of Practice for the most updated version of this document, as it will be updated on a monthly basis.

Topic	Audience	Title	Resource type	Description	Resource Link
Program Orientation	All Grantees	H-1B RTW Technical Assistance Activity Menu	Resource Brief	This document includes a listing of the RTW TA Coaches and their assigned grantees and provides an overview of technical assistance activities.	Document Link: https://h1breadytowork.workforcegps.org/announcements/2016/04 /04/11/37/H1B RTW Technical Assistance Activity Menu https://h1breadytowork.workforcegps.org/resources/2019/03/01/16 /22/H-1B-Ready-to-Work-Technical-Assistance-Activity-Menu-for- Year-5
Program Orientation	All Grantees	RTW Jumpstart to Technical Assistance	Webinar	Learn about the technical assistance support that all RTW grantees will be receiving throughout the four-year grant lifecycle.	Recorded Link: https://www.workforcegps.org/events/2015/04/24/13/19/H- 1B Ready to Work Jumpstart to Technical Assistance
Grantee Communication	All Grantees	H-1B RTW Grantee Network	LinkedIn Group	Connect with fellow RTW grantees and gain insights and ideas from one another as a part of our LinkedIn Group for RTW grantees.	Website Link: https://www.linkedin.com/groups/H-1B-Ready-Work-RTW-7018078/about
Grantee Communication	All Grantees	H-1B RTW E-Newsletters	Quarterly Newsletter	The newsletter includes new resources, important deadlines, opportunities to engage with fellow RTW grantees, and articles highlighting the successes or promising practices of RTW grantees.	Resource Link: http://us9.campaign- archive2.com/home/?u=bb418f1e20dd3945ea451689f&id=e9887c4d 00
Policy Guidance	All Grantees	RTW Grants FAQ #!: Key Policy Clarifications	Resource Brief	This document provides guidance on the definition of long-term unemployed (LTU), the use of leveraged resources, and selective service registration requirements.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/03/11/14 /06/H1B RTW FAQ 1 8-15 Key policy clarifications
Policy Guidance	All Grantees	Programmatic and Federal Grant Close-Out: Procedures and Tips.	Resource Brief	The TA team held a webinar and developed a Tip Sheet that highlights selected procedures and regarding Programmatic and Federal Grant Close-Out.	https://h1breadytowork.workforcegps.org/resources/2019/04/23/20/16/Ready-to-Work-Program-Closeout-Resource-Sheet
Partnerships	All Grantees	LTU and the Role of Support Institutions for Rapid Re- Employment	Webinar		Recorded Link: Recording no longer available
Partnerships	Customized TA	Partnering with Unemployment Insurance offices	Resource Brief	This paper describes the techniques that RTW grantees used for connecting with their state's unemployment insurance (UI) office, information available from the Unemployment Insurance Office as a potential partner, and strategies for using this valuable data to reach out to employers and the LTU.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/09/19/17 /18/H-1B-Ready-to-Work-Resource-Brief-UI-Partnerships
Partnerships	Customized TA	Effective Partnerships	Small Group Coaching	Discover the keys to effective partnerships, lessons learned in developing relationships with employer partners, approaches to employer engagement, and strategies for cultivating partnerships for sustainability.	Presentation Link: https://h1breadytowork.workforcegps.org/sitecore/content/sites/H1 -B-Ready-To-Work/resources/2016/09/30/11/18/H-1B-RTW-Small- Group-Coaching-Effective-Partnerships

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Partnerships	All Grantees	H-1B RTW Grantee Presentations- Effective Partnerships	WebEx- Resource	This all group grantee presentation WebEx provided grantees with an opportunity to hear from two grantees who are doing great with their partnerships and were not able to present during the RTW convening. They shared their promising practices on expanding partnerships to enhance performance outcomes.	Document Link: https://h1breadytowork.workforcegps.org/resources/2018/08/20/19 /05/H-1B-RTW-Grantee-Presentations
Training Design	All Grantees	RTW Internships and Paid Work Experience Toolkit	Toolkit	This handbook offers information, ideas, tools, and tips for building, extending, and sustaining PWE and internship programs with employers.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/04/12/14 /51/RTW Internship and PWE Toolkit
Training Design	Customized TA	Training Design: Certificate/Credentialing Outcomes	Small Group Coaching	RTW grantees discussed strategies for improving credentialing outcomes and increasing training entry and completion rates in IT, healthcare and advanced manufacturing programs.	Recorded Link: Recording no longer available
Training Design	Customized TA	Training Design: Promising Practices for Increasing Certificate and Credential Outcomes	All Group Coaching	This webinar was designed to provide grantees with information and strategies that can be applied to their program model to engage participants, employers, and education partners in efforts to increase credential and certification attainment goals. This summary was developed to share the strategies that were presented on the webinar as well as provide additional resources.	Document Link: https://h1breadytowork.workforcegps.org/resources/2018/05/30/14 /36/Promising-Practices-for-Increasing-Certificate-and-Credential- Outcomes
Training Design	All Grantees	Peer-to-Peer Learning Exchange: Promoting Career Pathways in Advanced Manufacturing	Webinar	Two RTW grantees discussed their models for advanced manufacturing and shared their strategies on the advantages of the advanced manufacturing industry, how they set up their advanced manufacturing career pathways, and how they developed employment placement pipelines.	Recorded Link: https://hipimpact.webex.com/hipimpact/lsr.php?RCID=71a808f101e cc9dd9f1b44f23cc77470
Employer Engagement	Customized TA	Peer-to-Peer Learning Exchange: Employer Engagement and Recruitment	Small Group Coaching		Recorded Link: Recording no longer available
Employer Engagement	Customized TA	Peer-to-Peer Regional Group Coaching Call Summary	Small Group Coaching	During this call, grantees interacted directly with their H-1B RTW regional colleagues and shared information about employment practices, trends, employer feedback and training designs within their specific regions.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/09/16/11 /49/H-1B-RTW-Peer-to-Peer-Mentoring-Regional-Group-Call- Summary
Employer Engagement	All Grantees	Coaches Corner Call on Job Placement and Employer Engagement	Webinar		Recorded Link: Recording no longer available
Employer Engagement	All Grantees	Coaches Corner on Employer Engagement Strategies	Webinar	Learn strategies to building partnerships that may improve placement outcomes and discover how RTW grantees engage employers of all sizes and maintain effective partnerships.	Recorded Link: Recording no longer available

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Outreach and Recruitment	Customized TA	Peer-to-Peer Learning Exchange: Outreach and Recruitment	Small Group Coaching	Peer to Peer conference call on Lessons Learned in Outreach and Recruitment, sharing lessons learned and promising approaches to outreach and recruitment for Long- Term Unemployed (LTU) workers.	Recorded Link: Recording no longer available
Outreach and Recruitment	Customized TA	Peer-to-Peer Learning Exchange: Outreach and Recruitment TIP Sheet	Small Group Coaching	This document identifies helpful tips for grantees to use while they are developing and managing outreach and recruitment activities.	Recorded Link: https://h1breadytowork.workforcegps.org/sitecore/content/sites/H1 -B-Ready-To-Work/resources/2016/08/01/11/03/H- 1B RTW Peer to Peer Exchange Key Tips
Outreach and Recruitment	Customized TA	Peer-to-Peer Learning Exchange: Outreach and Recruitment Strategies for Randomized Assignment Grantees	Small Group Coaching	H-1B RTW grantees Anne Arundel, Jewish Vocational Service, RochesterWorks, Inc. and Worksystems, Inc., openly discussed their outreach and recruitment strategies in order to meet their randomized assignment goals for the RTW program.	Recorded Link: Recording no longer available
Job Placement	Customized TA	All Group Coaching/ Peer-to- Peer Exchange: Job Placement Strategies: Transitioning from Training to Employment	All Group Sharing	Learn about unique strategies for engaging employer partners and using performance data to inform job placement strategies.	Recorded Link: Recording no longer available
Technology	Customized TA	Social Media and Internet Marketing: Strategies for Recruiting Employers and Participants	Small Group Coaching	Topics discussed include social media trends and best practices, meaningful messaging, and creating consistent branding.	Presentation Link: https://h1breadytowork.workforcegps.org/resources/2016/05/20/11 /59/H1-B-RTW-Social-Media-Small-Group-Coaching-Slides-Jen-Swidler
Case Management	Customized TA	Peer-to-Peer Learning Exchange: Intake, Assessment, and Case Management	Small Group Coaching	Not available	Recorded Link: Recording no longer available
Supportive Services	Customized TA	Peer-to-Peer Roundtable Call: Soft Skills Training and Support Services	Small Group Coaching	As a follow-up to the RTW Conference, RTW grantee EmployIndy shared its strategies for implementing, administering, and delivering a highly- successful supportive services program, with an emphasis on soft skills.	Link to recording, transcript, and presentation slides: https://h1breadytowork.workforcegps.org/resources/2016/03/11/14 /29/EmployUp-RTW Soft Skills Roundtable 122115
Promising Practices	All Grantees	New Jersey Council of County Colleges: Best Practices for Getting Participants from Enrollment to Employment Placement	Webinar	The grantee provided a "How-To" conversation on some of their best practices and achievements from the first year of their grant program.	Link to presentation slides and transcript: https://h1breadytowork.workforcegps.org/resources/2016/03/11/14 /41/NJCCC Grantee Profile Webinar 12-7-15
Business Strategies	All Grantees	Strategies for Employer Engagement and Tracking Participants through Grantees' Business Services	All Group Coaching	The WebEx on Strategies for Employer Engagement and Tracking Participants through Grantees' Business Services described how grantees can work with employers to follow-up with and retain program participants and strategies to maintain strong business relationships.	Document Link: https://h1breadytowork.workforcegps.org/resources/2018/07/30/15 /46/H-1B-RTW-Business-Service-Strategies-and-Tips
Sector Strategies	All Grantees	H-1B RTW Resources on Sector Strategies Part 1: List of Resources	Resource Brief	This document provides a comprehensive list of 31 resources to help RTW grantees develop approaches to form additional employer partnerships through sector strategies.	Document Link: https://h1breadytowork.workforcegps.org/announcements/2016/05 /03/10/56/H- 1B Ready to Work Resources on Sector Strategies Part 1

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Sector Strategies	All Grantees	H-1B RTW Resources on Sector Strategies Part 2: Lessons Learned and Successful Tactics from the City and County of Denver	Case Study	This brief describes how RTW grantee City and County of Denver is successfully working with employers to align its RTW program with state sector strategies.	Document Link: https://h1breadytowork.workforcegps.org/announcements/2016/07 /19/16/20/Sector-Strategies-Part-2
Success Stories	All Grantees	Sharing Your Program Story	All Group Coaching	This webinar provided an outline for crafting an effective success story that highlight's your program's accomplishments and engages program staff, participants and partners.	Link to presentation and resources: https://h1breadytowork.workforcegps.org/events/2017/05/17/16/3 9/H-1B-RTW-Sharing-Your-Program-Story
Success Stories	All Grantees	Participant Success Stories	Resource Brief	Alachua Bradford Regional Workforce Board provided Four Participant Success stories.	Document Link: https://hlbreadytowork.workforcegps.org/resources/2019/05/10/17/40 /CareerSource-North-Central-Florida-Success-Stories-and- Testimonials
Promising Practices	All Grantees	H-1B Ready to Work Lessons Learned & Promising Practices	Webinar	This webinar provided insight on lessons learned and promising practices from the Ready to Work (RTW) grant. RTW grantees shared how they overcame challenges with various aspects of grant implementation, what lessons they learned from managing the RTW grant and how their promising practices are impacting their communities.	https://h1breadytowork.workforcegps.org/resources/2018/11/09/16/51/H-1B-Ready-to-Work-Lessons-Learned-Promising-Practices
Performance	All Grantees	H1-B RTW Data Elements and Edit Checks	Resource Brief	This document contains all of the individual data elements (DE) and code values needed to track H-1B RTW program participants.	Document Link: https://h1breadytowork.workforcegps.org/resources/2015/05/13/13 /11/H-1B RTW Data Elements and Edit Checks
Performance	All Grantees	H-1B RTW Performance Reporting Handbook	Handbook	RTW grantees are required to submit quarterly program progress reports to the United States Department of Labor's Employment and Training Administration (USDOL/ETA) to comply with the reporting and record keeping requirements of the grant. This handbook provides crucial information about these requirements, e.g. instructions for Quarterly Progress Reports, and Submission Procedures.	Document Link: https://h1breadytowork.workforcegps.org/resources/2015/05/13/13 /06/H-1B-Ready-to-Work-Performance-Reporting-Handbook
Performance	All Grantees	Performance Reporting and HUB Phase 2 Webinar Summary Resource Brief	Resource Brief	This is a high-level summary of the performance reporting webinar, which includes an Appendix of TA Resources referenced during the webinar.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/02/26/12 /13/RTW-Performance-Reporting-and-HUB-Phase-2-Webinar- Resource-Brief
Performance	All Grantees	H-1B RTW Performance Reporting Toolkit	Toolkit	As a supplement to the H-1B RTW Performance Reporting Handbook, this toolkit is designed to support H-1B RTW grantees in preparing and submitting their quarterly progress reports.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/08/10/13 /17/H-1B Ready to Work Performance Reporting Toolkit
Performance	All Grantees	Sample RTW Data File and Case Management System	Tool	This is a technical assistance tool to provide grantees with a sample data file and case management system using an Excel spreadsheet.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/02/26/11 /31/Sample RTW Data File and Case Management System

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Performance	All Grantees	RTW Sample Data File	Tool	For technical assistance purposes, this is a sample H-1B RTW Data File. The information provided in this data file is for test purposes only and do not represent real participant data.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/07/12/14 /26/RTW-Sample-Data-file-txt
Performance	All Grantees	H-1B TST and RTW Performance Guidance Comparison Resource Brief	Resource Brief	This document highlights key differences between H-1B Technical Skills Training (TST) and RTW policy, data elements, and quarterly performance reports. This is not an exhaustive list.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/03/10/12 /27/H- 1B TST and RTW PerfGuidance Comparison Resource Brief 0618 15
Performance	All Grantees	RTW HUB Aggregation Rules Resource Guide	Resource Guide	This document explains the HUB aggregation rules used to calculate the H-1B Quarterly Performance Report (QPR) ETA form No. 9166 based on data files submitted by grantees via HUB.	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/02/26/13 /30/H-1B_RTW_H-1B_HUB_Data_Aggregation_Rules
Performance	All Grantees	Data Driven Decision Making: Tools to Review and Manage Performance	Webinar Recording	Learn how performance data can influence program design and discover how different tools can be used to track quarterly outcomes and measure them against annual or cumulative grant-todate targets.	Recorded Link: https://www.workforcegps.org/events/2016/06/07/09/39/H- 1B Ready to Work-Data-Driven Decision Making- Tools to- Review and Manage Performance
Performance	All Grantees	All Grantee Coaching: Performance Reporting Roundtable Discussion – Half Way There Two Year Review	Webinar PPT Slides	This discussion highlighted performance data and how this data translated to program design, service delivery and employer demand. Participants shared their successes and challenges in four performance categories: enrollments, entered training, completed training with credential and entered employment as they approach the third year of their grant.	Recorded Link: https://h1breadytowork.workforcegps.org/resources/2017/02/01/11 /22/H-1B-RTW-Performance-Reporting-Roundtable-Discussion- Halfway-There-Year-2-Review
Performance	All Grantees	Performance Reporting Hot Tips	Resource Brief	This handy performance reporting reference provides information that will help ensure you are fully reporting performance outcomes, training completion outcomes, employment placement outcomes, and the number of participants who entered training-related employment.	Document Link: https://h1breadytowork.workforcegps.org/resources/2017/01/31/11 /16/Performance-Reporting-Hot-Tips-January-2017
Performance	All Grantees	Performance Reporting Roundtable Discussion	Webinar Recording	This call highlighted the performance status of the RTW grantees, showcased the success of the grant nationally and brought to light some of the more significant challenges as grantees discussed performance data for the quarter ending 3.31.2017.	ink to recording, transcript, and presentation slides: https://www.workforcegps.org/events/2017/05/25/12/17/H-1B- RTW-Performance-Reporting-Roundtable-Discussion
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Long-Term Unemployed	All Grantees	H-1B RTW LTU Subject Matter Expert Webinar: Focus on Mental Health	Webinar	This webinar outlined the growing mental health challenges faced by long-term unemployed and underemployed people, highlighting the initial signs of trouble that often emerge for counselors working with this population.	Link to recording, transcript, presentation slides, and resource brief: https://www.workforcegps.org/events/2015/11/17/12/55/H1- B RTW Long- Term Unemployed LTU Subject Matter Expert Series Focus Ment al Health

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Long-Term Unemployed	All Grantees	H1-B RTW LTU Subject Matter Expert Webinar: Breaking Down the Barriers -Helping LTU Overcome Obstacles and Secure Jobs	Webinar	This webinar discussed the challenges the LTU population typically experiences during the hiring process, the obstacles they encounter in networking—which is critical to their success—and provided strategies on how Ready to Work (RTW) grantees can identify and work towards providing solutions to these obstacles.	Link to recording, transcript, presentation slides, and resource brief: https://www.workforcegps.org/events/2015/11/23/13/43/H1- B_Ready_to_Work_Long- Term_Unemployed_Subject_Matter_Expert_Series_Breaking_Down_ Barriers
Long-Term Unemployed	All Grantees	H-1B RTW LTU Subject Matter Expert Webinar: How to Motivate the Long-Term Unemployed	Webinar	This webinar provided strategies on how to engage participants the right way, ask motivational interview questions, avoid de-motivation and re-engage participants who have lost their steam.	Link to recording, transcript, presentation slides, and resource brief: https://www.workforcegps.org/events/2015/12/22/14/24/H1- B Ready to Work Subject Matter Expert Series- How to Motivate the Long-Term Unemployed
Long-Term Unemployed	All Grantees	H-1B RTW LTU: Subject Matter Expert Webinar: How to Develop Paid Internship and Work Experience Opportunities	Webinar	This webinar explained the planning process for establishing an internship opportunity and provided strategies for choosing, recruiting, and maintaining relationships with employer partners.	Recorded Link: https://www.workforcegps.org/events/2016/05/03/09/17/H- 1B Ready to Work -RTW- How to Develop Paid Internship and Work Experience -PWE- Opportunities
Long Term Unemployed	All Grantees	H-1B RTW LTU Subject Matter Expert (SME), "Refining Business Development and Employer Engagement Strategies"	Webinar	This webinar focused on adapting hiring practices, creating feedback loops on soft and hard skills training, engaging in business development research, and creating entry points for employers to engage with your program.	Recorded Link: https://www.workforcegps.org/events/2016/07/22/10/34/H- 1 B Ready to Work -RTW- Long-Term Unemployed -LTU- Subject Matter Expert Series
Long Term Unemployed	All Grantees	H-1B Ready to Work: Re- engaging Older and Discouraged Workers Back into the Workforce	Webinar	This webinar focused on social media and local media strategies for creating successful recruitment campaigns targeted toward older workers and tactics for educating job seekers about the changing needs of the job market.	Recorded Link: https://www.workforcegps.org/events/2016/09/13/12/08/H1- B Ready to Work Webinar- Re- engaging Older and Discouraged Workers Back into the Workfor ce
Long Term Unemployed	All Grantees	Promoting Paid Work Experience to Employers Using Benefit-Driven Recruitment Strategies	Webinar	This webinar provided an overview of a "demand-driven" business services model, informed grantees about various methods and best practices for approaching employers about paid work experience (PWE), and explored reasons that employers might be hesitant to incorporate PWEs into their business model.	Recorded Link: https://h1breadytowork.workforcegps.org/sitecore/content/global/events/2017/02/27/10/57/H1-B-RTW-LTU-Promoting-PWE-to-Employers-Using-Benefit-Driven-Recruitment-Strategies
Long Term Unemployed	All Grantees	H-1B Ready to Work: Getting Them to Come Back: Strategies for Retaining LTU Participants.	Webinar	This webinar drew on principles from behavioral economics and motivational interviewing to explore ways your program can influence participant decision making about whether to stay or go. It focused on unleashing the potential of competition, peer pressure, public recognition and staff-participant mentor relationships to foster adherence and participation.	Recorded Link: http https://www.workforcegps.org/events/2017/07/11/09/35/H- 1B-Ready-to-Work-Strategies-for-Retaining-Participants
Long Term Unemployed	All Grantees	H-1B Ready to Work: Promising Practices for Increasing Certificate and Credential Outcomes	Webinar	The H-1B Ready to Work (RTW) Long- term Unemployed (LTU) webinar on Promising Practices for Increasing Certificate and Credential Outcomes was designed to provide grantees with	Recorded Link: https://www.workforcegps.org/events/2018/02/07/14/08/Promising -Practices-for-Increasing-Certificate-and-Credentialing-Outcomes

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				information and strategies that can be applied to their program model to engage participants, employers, and education partners in efforts to increase credential and certification attainment goals.	
Technical Assistance	All Grantees	H-1B RTW Grantee Conference 2016	Conference Materials	Link to Agenda with hyperlinks to each session	Document Link: https://h1breadytowork.workforcegps.org/resources/2016/05/23/11 /41/H1B-RTW-Convening-Agenda
Technical Assistance	All Grantees	H-1B RTW Grantee Conference 2018	Conference Materials	The H-1B Ready to Work (RTW) Partnership Grants National Convening was held on Wednesday, March 14, 2018 and Thursday, March 15, 2018 in Washington, D.C. This convening featured several peer-to-peer working sessions that provided an opportunity for grantees to work together, share ideas, and problem solve in a small group setting	Document Link: https://h1breadytowork.workforcegps.org/events/2018/03/01/20/2 7/H-1B-Ready-to-Work-National-Grantee-Convening-2018- Washington-DC