

Preparing for Staff Transitions during the No-Cost Extension Period (NCE)

Tip Sheet

December 2018

Our H-1B Ready to Work (RTW) Technical Assistance (TA) Team recently facilitated a webinar on *Preparing for Staff Transitions during the No-Cost Extension Period* on November 29, 2018. Grantees from Anne Arundel, It's My Community Initiative, City of Providence, San Jacinto shared insights and strategies as staff transitions throughout the Ready to Work Grant. Grantees also had the opportunity for peer-to-peer exchange as they shared their promising practices for addressing staff transitions.

Topic: Developing Plans for Efficient Staff Transitions

Key Tips:

- Develop a checklist of functions critical for grant success.
- Ensure staff knows the timeline/expectations for the NCE period.
- Determine the key positions needed to close out grants and clients.
- Overlap in-house roles in preparation for positions potentially becoming vacant.
- Work with partners to designate a point person to support program reporting until grant ends.

Grantee Key Tips:

- Being transparent about the process so everyone is part of the process.
- Meeting with staff 90-days prior to the end of the original grant and discussing all of the available options.
- Transitioning staff to other grants as opportunities arise.
- Keeping everyone aware with ongoing communication.
- Making a timeline of activities for each month.

Topic: Preparing for a Major Staff Exodus before the Grant Ends

Key Tips:

- Conduct audits more frequently to ensure the collection of program data.
- Ensure client files are updated.
- Confirm staff handoffs.
- Make sure clients remain engaged and connected to staff.

Grantee Key Tips:

- Encouraging them to engage with other clients in their job search.
- Maintaining a strong infrastructure amongst our clients and alumni who have been placed.
- Securing the instructional directors to keep them engaged with the clients.
- Sustaining relationships at different levels within our partner organizations.
- Guiding staff to prepare for "What's Next" in the same manner as we have participants.

Topic: Addressing Staff Fatigue and Low Motivation

Key Tips:

- Overlap positions on other projects.
- Allow for flexible and creative scheduling.
- Celebrate performance achievements along the way.
- Keep the end goal in front of the staff.
- Chart progress to the end of the grant.

Grantee Key Tips:

- Allowing time for training to help get jobs with deeper skills sets, which we hope, will lead to a promotion.
- Most of our staff members are integrated into multiple grants or projects to provide continuity and reduced turnover, until we can locate additional work. We always plan to maintain staff, instead of replacing.

Additional tips:

- Train the remaining staff to sustain your training program
- Backfill staff from smaller grants if you have them
- Transition staff back into American Job Centers