# APPRENTICESHIP EXPANSION ACCELERATION STRATEGIES: ACTION PLANNING TOOL

This Action Planning Tool is meant to help state apprenticeship teams review the **quick win and acceleration strategies** outlined in the **Apprenticeship Expansion Acceleration Strategies Resource**, identify strategies that may work in their states, and plan and document next steps. You will find instructions in the header and an example at the top of the chart.

For ease of use, we include all quick-win and acceleration strategies from the accompanying resource in column 1 (Quick-Win and Acceleration Strategies). We encourage apprenticeship expansion teams to begin by reviewing these strategies and deleting those that are not relevant or already part of your work. Teams can then work together to explore the remaining relevant strategies and identify the resources required for implementation. Next, they can establish priorities—perhaps starting with a few that are either high impact or quick wins (or both)—and outline some concrete next steps. States may wish to review and discuss this together as a team—as part of a brainstorming and strategy session—or have team members fill this out individually for later discussion. They may also want to distribute this tool to associated partners and schedule time to discuss viable strategies.

| 1 ●○○○○ State Leadership and Policy  Quick-Win and Acceleration Strategies | How might this strategy be implemented here? *Rephrase the general strategy as needed to describe what may work in the context of your state. List sub-strategies, key implementation milestones, and associated needs.* | Resources/Adjustments Required *Ex: staffing, partnerships, policy change, funding, partnership alignment, etc.* | Priority *Evaluate as high, medium, or low based on impact and/or ease of implementation.* | Next Steps *Bulleted next steps, responsible parties, and timelines* |
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| *EXAMPLE* *1g. Reevaluate and adjust budgets based on performance* | *Re-evaluate current subgrantee allocations based on chance of success and target new subgrant awards based on feasibility scoring* | *Funding adjustment, staffing time* | *High* | *Grant manager reviews grantee reports and plans to identify those meeting performance goals and those underperforming, and proposes adjustments by January 14, 2022* |
| 1a. Tap into economic and pandemic recovery funds that align with talent development and apprenticeship | | | | |
| 1b. Tie grant expenditures to federal workforce funding streams with a short timeframe for expenditure | | | | |

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| 1c. Create incentives that encourage quick program registration and apprentice onboarding | | | | |
| 1d. Look for and recruit influential, highly visible leaders (or those who can influence them) | | | | |
| 1e. Spotlight successes and leverage peer leaders' voices | | | | |
| 1f. Partner and/or braid funding with another funding source that has infrastructure in place to move quickly | | | | |
| 1g. Reevaluate and adjust budgets based on performance | | | | |
| 1h. Create tools that promote alignment with and braiding of other existing funding sources | | | | |

| **2** ●●○○○ Outreach and Business Engagement **Quick-Win and Acceleration Strategies** | **How might this strategy be implemented here?** *Rephrase the general strategy as needed to describe what may work in the context of your state. List sub-strategies, key implementation milestones, and associated needs.* | **Resources/Adjustments Required** *Ex: staffing, partnerships, policy change, funding, partnership alignment, etc.* | **Priority** *Evaluate as high, medium, or low based on level of impact.* | **Next Steps** *Bulleted next steps, responsible parties, and timelines* |
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| 2a. Conduct outreach to inactive sponsors and active sponsors with no apprentices | | | | |
| 2b. Target active sponsors for additional programs and occupations | | | | |
| 2c. Increase cohort sizes by targeting large employers and employer consortia | | | | |
| 2d. Leverage labor market information expertise to understand shifting skill needs | | | | |
| 2e. Pursue employers who already use work-based learning models | | | | |
| 2f. Utilize employer champions to address myths and business misperceptions | | | | |
| 2g. Reconsider how you frame Registered Apprenticeship as a talent pipeline strategy | | | | |
| 2h. Expand your employer reach through traditional, online, and social media marketing | | | | |

| 3 ●●●○○ Capacity to Develop, Register, and Support Programs **Quick-Win and Acceleration Strategies** | How might this strategy be implemented here? *Rephrase the general strategy as needed to describe what may work in the context of your state. List sub-strategies, key implementation milestones, and associated needs.* | Resources/Adjustments Required *Ex: staffing, partnerships, policy change, funding, partnership alignment, etc.* | Priority *Evaluate as high, medium, or low based on level of impact.* | Next Steps *Bulleted next steps, responsible parties, and timelines* |
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| 3a. Make sure to capture all "reportable individuals" | | | | |
| 3b. Leverage National Industry Intermediaries funded by USDOL | | | | |
| 3c. Increase cohort sizes by working with other industry intermediaries | | | | |
| 3d. Speed up standards development and approval times | | | | |
| 3e. Lay the groundwork to enhance your partnerships | | | | |

| 4 •••• ○ Development of and Support for Diverse Apprentice Pipelines **Quick-Win and Acceleration Strategies** | **How might this strategy be implemented here?** *Rephrase the general strategy as needed to describe what may work in the context of your state. List sub-strategies, key implementation milestones, and associated needs.* | **Resources/Adjustments Required** *Ex: staffing, partnerships, policy change, funding, partnership alignment, etc.* | **Priority** *Evaluate as high, medium, or low based on level of impact.* | **Next Steps** *Bulleted next steps, responsible parties, and timelines* |
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| 4a. Target outreach to employers who have expressed a desire to expand diversity and/or target a particular population | | | | |
| 4b. Review public-facing materials, and make them more inclusive and accessible | | | | |
| 4c. Look for ways to partner with those already working with diverse populations of apprentices | | | | |
| 4d. Identify and build on programs that serve specific target or diverse populations | | | | |
| 4e. Create policies to define, support, and recognize quality pre-apprenticeship programs and build pathways to Registered Apprenticeship | | | | |
| 4f. Map out roles and referral and/or co-enrollment processes with critical workforce partners who work with diverse populations | | | | |
| 4g. Incorporate strategies for supporting a diverse workforce in your support to sponsors | | | | |

| **5** •••••  Alignment with Career Pathways and Postsecondary Education  **Quick-Win and Acceleration Strategies** | **How might this strategy be implemented here?**  *Rephrase the general strategy as needed to describe what may work in the context of your state. List sub-strategies, key implementation milestones, and associated needs.* | **Resources/Adjustments Required**  *Ex: staffing, partnerships, policy change, funding, partnership alignment, etc.* | **Priority**  *Evaluate as high, medium, or low based on level of impact.* | **Next Steps**  *Bulleted next steps, responsible parties, and timelines* |
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| 5a. Identify and start with the easiest paths to enhancing alignment between existing career and technical education (CTE) programs and Registered Apprenticeship | | | | |
| 5b. Create tools to simplify apprenticeship expansion for educational partners | | | | |
| 5c. Look for education partners with strong relationships in the community, trust from school districts, and established work-based learning models | | | | |
| 5d. Leverage the capacity and expertise of community and technical college partners to serve as a connection point with both industry and apprentices | | | | |
| 5e. Align with the Expanding Community College Apprenticeships (ECCA) initiative and other USDOL-funded investments in community and technical colleges | | | | |