

# THE 5 ELEMENTS OF A **WORKFORCE DEVELOPMENT PROGRAM**



## **ASSESS NEEDS**

Evaluate job training and workforce development needs as well as barriers, including housing, transportation, and ID acquisition.



## **MAKE A CURRICULUM**

Include vocational skills, resume-writing, interviewing, job searching, communication, teamwork, and time management.



## **RECRUIT PARTNERS**

Work with local businesses and organizations to provide residents with job training, internship opportunities, and employment.



## **COACH & MENTOR**

Help residents navigate the job market and overcome obstacles while helping business partners become fair chance employers.



## **MONITOR PROGRESS**

Track success and identify areas for improvement while providing ongoing support and continually refining your program.