Santa Barbara Adult Education Consortium: ACTIVITY CHART

YOUR PROGRAM/AGENCY NAME: Career Pathways Navigator Program for Adult Learners/ResCare Workforce Services (RWS)				
NO.	**OBJECTIVE**	**ACTIVITY DESCRIPTION**	**TIMELINE FOR COMPLETION (Month/Year)**	**PERSON OR AGENCY RESPONSIBLE**	**OUTCOME**
1	Program Start Up	Hire and train staff. Develop partner outreach materials and calendar; referral system. Implement RWS web-based tools on SBCC resource room computers. SBCC staff in-service training.	January 1, 2020-January 30, 2020	RWS Regional Director, OSO and RWS Service Delivery team.	Marketing and presentation materials. 4 Partner outreach meetings 2 Introduction of program to stakeholders and staff. Hire and train Career Pathways Navigator (CPN) consultant. Progress and Data Report
2	Program Implementation	Establish workspace for CPN at campuses. Develop calendar for resource center, workshops, orientations and meetings. Partner meetings. Begin registering students in RWS tools.	February 1, 2020 – Feb 28, 2020	Career Pathways Navigator, OSO oversight.	30 students registered in RWS web-based tools, LinkedIn and email. 4 Partner meetings 4 Roadmaps to Success workshops 2 WIOA Orientation Progress and Data Reports
3	Program Services	RWS registration into web-based tools and other supportive services	March 1, 2020-May 28, 2020	Career Pathways Navigator, OSO oversight.	30 RWS registration into web-based tools and other supportive services 2 WIOA Orientations

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		WIOA Orientations Roadmaps to Success Workshops Partner Meetings Roadmaps to Success Workshops Employer Outreach			6 Roadmaps to Success Workshops 4 Partner Meetings 4 Employer Outreach Progress and Data Reports (monthly)
4	Program Services	RWS registration into web-based tools and other supportive services WIOA Orientations Partner Meetings Roadmaps to Success Workshops Employer Job Fair	June 1, 2020-June 30, 2020	Career Pathways Navigator, OSO oversight.	30 RWS registration into web-based tools and other supportive services 2 WIOA Orientations 2 Partner Meetings 6 Roadmaps to Success Workshops 1 Employer Job Fair Progress and Data Reports
5	Program Services	RWS registration into web-based tools and other supportive services WIOA Orientations Partner Meetings Roadmaps to Success Workshops Employer Outreach	July 1, 2020 – December 2020	Career Pathways Navigator, OSO oversight.	30 RWS registration into web-based tools and other supportive services 2 WIOA Orientations 2 Partner Meetings 6 Roadmaps to Success Workshops 4 Employer Outreach Progress and Data Reports

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					(monthly)
6	Program Services	RWS registration into web-based tools and other supportive services WIOA Orientations Partner Meetings Roadmaps to Success Workshops Employer Job Fair	January 1, 2021- January 30, 2021	Career Pathways Navigator, OSO oversight.	30 RWS registration into web-based tools and other supportive services 2 WIOA Orientations 2 Partner Meetings 6 Roadmaps to Success Workshops 1 Employer Job Fair Progress and Data Reports
7	Program Services	RWS registration into web-based tools and other supportive services WIOA Orientations Partner Meetings Roadmaps to Success Workshops Employer Outreach	February 1, 2021- April 30, 2021	Career Pathways Navigator, OSO oversight.	30 RWS registration into web-based tools and other supportive services 2 WIOA Orientations 2 Partner Meetings 6 Roadmaps to Success Workshops 4 Employer Outreach Progress and Data Reports (Monthly)
8	Program Services	RWS registration into web-based tools and other supportive services WIOA Orientations Partner Meetings	May 1, 2021- June 30, 2021	Career Pathways Navigator, OSO oversight.	30 RWS registration into web-based tools and other supportive services 2 WIOA Orientations 2 Partner Meetings 6 Roadmaps to Success Workshops

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2019 - 2020
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		Roadmaps to Success Workshops Employer Job Fair			1 Employer Job Fair Progress and Data Reports (Monthly) Grant close out report.
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