

## Transformational Forums Self-Assessment Tool

**INTRODUCTION:** This self-assessment tool is designed to allow you and your team members from state and local/regional workforce areas to assess your system's status in relation to some important aspects of transformational change. The tool is divided into five key areas:

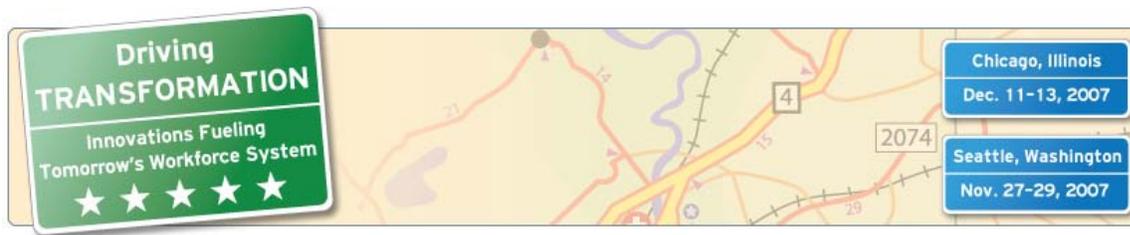
- Workforce System Structure and Governance
- Understanding your Talent Pool
- Diversification of Workforce Funding
- New Service Strategies for One-Stop Career Centers
- Managing Change

The tool is designed to help you and your team discuss growth areas and opportunities for learning and change before, during, and after the Forum. This conversation will generate a baseline of shared knowledge among your teammates around leadership and service delivery issues, and will help set the stage for the work to be done at the Forums and thereafter.

There are no right or wrong answers; rather, we are asking that each team member rate their reaction to each statement on a 5-point scale, from "Strongly Agree (5)" to "Strongly Disagree (1)" or "Not Applicable." (Note: Not every indicator statement will resonate with you because of the particular nature of your work. This is understandable, so please feel free to indicate "Not Applicable" where you do not have sufficient perspective to respond. When your Team meets to discuss its responses, those items will probably become clearer to you.)

- 5 – Strongly agree
- 4 – Substantially agree
- 3 – Agree somewhat
- 2 - Disagree
- 1 – Strongly disagree
- N.A. – Not applicable or do not know

Once each individual team member has completed the tool, we are asking each team to meet to share information and discuss your responses. At that meeting, you and your teammates will be joined by a facilitator who will work with your team throughout the transformational forum. At this point, the facilitator will help the team come to consensus on your team's thoughts and reactions in each area. In developing a plan of action at the Forum, the Team may decide to focus its efforts on those areas that score at the lower end of the scale, and might also consider ways to capitalize on apparent strengths.



INDICATOR STATEMENTS:

**SECTION A: Workforce System Structure and Governance**

1. The workforce investment system at all levels operates as a catalyst to bring together strategic partners and align workforce development, economic development, and education policies and activities.

Assessment

2. Our State empowers and drives local decision-making for developing regionalized, industry cluster-based approaches to talent development, including developing key partnerships with stakeholders at all levels to maximize asset utilization and leveraging of resources.

Assessment

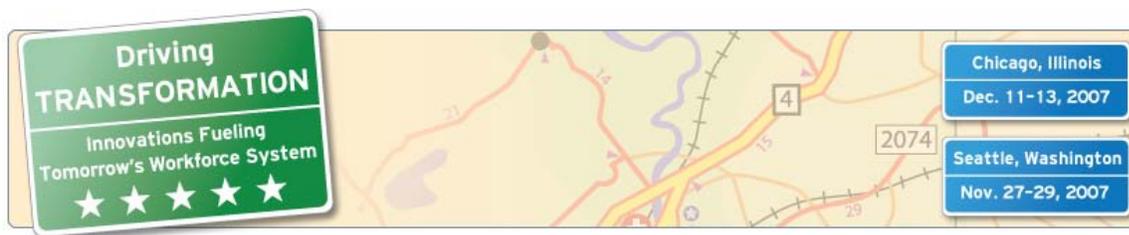
3. Our workforce system has developed and effectively communicated clear guidance and direction that aligns State economic development, education and workforce system policy around the principles of developing talent to support targeted industries, and clearly identifies the statewide targeted industries for workers and employers.

Assessment

4. In an effort to integrate DoL funded (and State funded workforce) programs and services, align economic and workforce development and education policy, and to reduce duplication of efforts, our workforce system has made significant changes in governance and infrastructure.

Assessment

**Section A Assessment = Total Scores / 4**



## SECTION B: Understanding Your Talent Pool

1. Our work is informed by labor market and economic development information that is regionally-based and identifies targeted industries' workforce needs in the short and long-term. Those needs are categorized in skill areas and levels, as well as occupations.

Assessment

2. Our workforce system maintains a systematic effort, rooted in policy and supported by up-to-date labor market and economic information, that serves to drive training and education investments across the region; as well as guide suitable applicants to projected high growth/high demand/economically vital industries and occupations.

Assessment

3. Our workforce system makes regional labor market information on industry-specific workforce demand and supply available to all One-Stop Centers and partners. Workforce supply information includes the occupations and/or skills of workers who are currently receiving unemployment benefits.

Assessment

4. Our workforce system schedules periodic, formal communication with targeted industry representatives to obtain up-to-date, primary source information on issues that pertain to workforce development, e.g., emerging, high growth and in-demand occupations, levels of skills required, and opportunities for re-training of incumbent workers.

Assessment

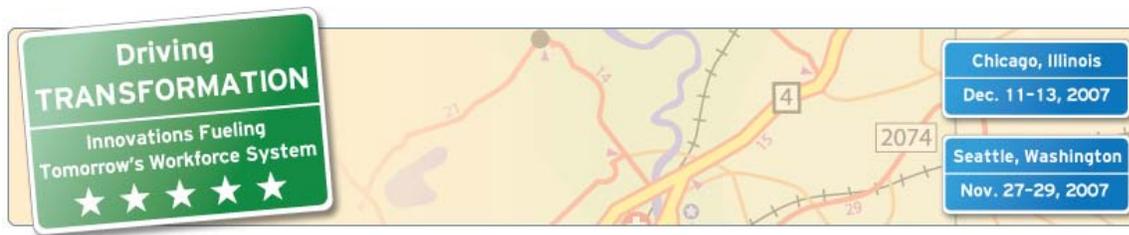
5. Our workforce system leads or plays a key role in engaging industry representatives in a process of identifying, revising and/or creating career ladders and lattices in the targeted industries.

Assessment

6. Our workforce system clearly characterizes its underutilized labor sources (e.g., veterans, older workers, migrant and seasonal farm workers, and workers with disabilities) as assets, and is able to articulate that effectively to business.

Assessment

**Section B Assessment = Total Scores / 6**



### SECTION C: Diversification of Workforce Funding

1. Our workforce system has played a major role in funding and/or actually mapping the resources available in the region, including workforce-related activities of K-12 systems, community colleges, four-year colleges, public/private/non-profit technical schools and institutes, continuing and professional education providers, and industry and employer-sponsored training and education.

Assessment

2. Our workforce system has integrated funding streams of Department of Labor programs, especially WIA and Wagner-Peyser.

Assessment

3. Our workforce system has figured out effective means of leveraging private sector resources in support of regional talent development strategies.

Assessment

**Section C Assessment = Total Scores / 3**

### SECTION D: New Service Strategies for One-Stop Career Centers

1. Our workforce system has endorsed and adopted a well-defined, generally understood, integrated approach to delivering a full range of services for employers and jobseekers, students and others.

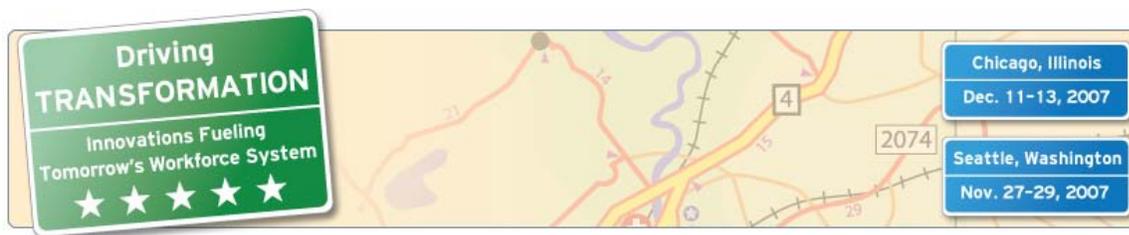
Assessment

2. Our workforce system provides incentives for One-Stop Centers to promote integrated service delivery.

Assessment

3. Our One-Stop Centers have instituted a series of strong local management, assessment and service delivery practices that support an integrated approach to customer service for career seeker customers.

Assessment



4. One-Stop Centers are organized by function as opposed to agencies or programs, and that organization ensures access to high growth job training services.

Assessment

5. Staff work in teams that are composed of individuals from different agencies, programs, or other One-Stop Career Center partners contributing to the accomplishment of a specific function or functions, or delivery of a specific service(s). Additionally, staff members are cross trained in services provided by the Center, enabling the Center to respond seamlessly to customer needs.

Assessment

6. In-depth assessment and career counseling services are readily available in One-Stop Centers.

Assessment

7. Our workforce system has developed strategies for youth, disabled individuals, older workers and other groups that are cast in a framework of regional economic and talent development needs.

Assessment

8. Our workforce system has plans and processes in place that ensure a coordinated, proactive, seamless business engagement and service delivery strategy.

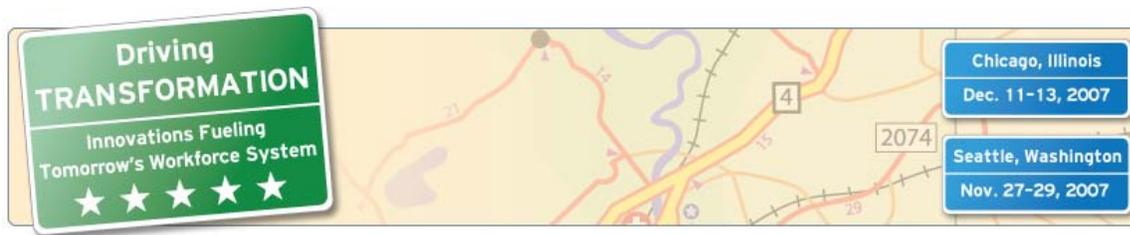
Assessment

9. Our One-Stop Centers offer employers workforce solutions that are constructed in collaboration with community colleges and other training and education organizations, e.g., registered apprenticeship programs.

Assessment

10. Our workforce system utilizes strategies for providing increased access to postsecondary education and lifelong learning opportunities that are aligned with a larger talent development strategy.

Assessment



**Section D Assessment = Total Scores / 10**

**SECTION E: Managing Change**

1. I believe that our team has an entrepreneurial spirit and leadership is committed to transformation within our system.

Assessment

2. I believe our workforce system is ready and open to change.

Assessment

3. I believe our workforce system has access to the resources and knowledge needed to effect significant change.

Assessment

**Section E Assessment = Total Scores / 3**

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**Notes, observations and things we missed:**