

## Apprenticeship Implementation



| Done? | To Do   | Rationale  | Time req'd                     | Timeframe  | Optional?               | CW Support  |
|-------|---|--|--------------------------------|--|-------------------------|---|
|       | MOU   | Partnership document   | variable                       | Before Nov 15                                      | no                      | Program Manager   |
|       | Apprenticeship Fairs  | Drive engagement and interest in your opportunity                          | 2-3 hours                      | Jan 16 (Eagle Valley HS)<br>Jan 18 (Battle Mtn HS) | yes                     | Education team  |
|       | Job Posting training  | Ensure job postings are skill based and apprentice-friendly                | 1 hour                         | December   | yes                     | Recorded training available   |
|       | Job Posting creation  | Reflect the unique opportunity at your company                             | 1-2 hours                      | Nov-Jan  | no                      | Template provided, PGM / RM (HR Strategist support available)                                       |
|       | Student application period (student is applying, business is reviewing) | Provide real-life applicant experience                                     | -                              | Jan-Feb  | no                      | Education team supports student application process   |
|       | Interview skills training for business partners                         | Prepare for skill-based interviews   | 1 hour                         | Dec-Jan  | no                      | Recorded training available, Skillful tool provided, RM & Ops Assoc available for candidate vetting |
|       | HiringThing candidate review  | Determine who you will interview   | 10-15min per applicant         | Jan-Feb  | no                      | RM / Ops Assoc available (candidates will already be "qualified" by the RM)                         |
|       | Training Center visit(s)  | Determine the best place for off-site training of new pathways-geographies | 4 hours (incl travel)          | early Mar  | yes                     | Education team coordinates  |
|       | Open House  | Show off your workplace, meet students and parents                         | 2-4 hours                      | late Jan - early Feb                               | yes                     | RM / Ops Assoc available for coordination   |
|       | Phase 1 training plan meeting   | Initial session to finalize training centers                               | 3 hours                        | mid-Mar  | yes                     | CW hosted - only new pathways   |
|       | Apprentice interviews   | Selection process  | variable                       | Jan-Apr  | no                      | RM / Ops associate available  |
|       | Bootcamp input  | Communicate your priorities for apprentice bootcamp                        | individual                     | Apr  | yes                     | Email thoughts to RM  |
|       | Finalize Supervisors / Coaches  | Know in advance of interviews who will supervise and support apprentice(s) | individual                     | early April  | no                      | Talk through ideas with RM, job outlines available  |
|       | Finalize offers, apprentice agreements, schedules and logistics         | Timing ensures Fall school scheduling                                      | variable                       | Apr-May  | no                      | Education team / RM   |
|       | Supervisor fundamentals training  | Designed for first time supervisors  | 1 full day                     | May  | yes                     | CW hosted   |
|       | Supervising apprentices training  | Designed for all supervisors of apprentices                                | 6 hours                        | May  | no                      | CW hosted   |
|       | Coaching Apprentices training   | Designed for all apprentice coaches  | 6 hours                        | May  | no                      | CW hosted   |
|       | Phase 2 training plan meeting   | Company specific session to plan first 3-4 mos of apprenticeship           | 2 hours                        | late May - early June                              | no                      | Education team coordinates tools - RM facilitates meeting   |
|       | Plan apprentice onboarding  | Ensure successful entry of apprentice                                      | individual                     | June   | no                      | RM / HR Specialist available for consulting and support   |
|       | Signing Day   | Celebrate your company and the apprentices                                 | 2 hours                        | June   | yes (but it's amazing!) | CW hosted   |
|       | Bootcamp  | Opportunity to speak / prepare apprentices for success                     | 1 hour (full week for student) | June   | yes-Biz no-student      | CW hosted   |