



## Work-Based Learning Guidebook

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# Creating Your Company's Pipeline of Human Capital

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## A STEP-BY-STEP GUIDE

The following should be used to help guide you through the process of identifying your current and future talent needs. Once the needs assessment is complete, and potential partnerships have been identified, the Office of Work-Based Learning and Apprenticeship will be able to help you formulate the best solution for your company.

Keep in mind that prior to our next meeting you should have as much of the following information as possible. This will help shorten the overall time to completion. Like any broad reaching initiative, two critical success factors are 1) senior management involvement and 2) alignment with your needs and culture. Once you are confident that these two factors are addressed, consider these steps:

### Step One: Determine The Company's True Needs

#### **Entry level positions:**

*How many current positions are open? \_\_\_\_\_*

*How many open positions do you anticipate within the next 12 months? \_\_\_\_\_*

*Any additional openings anticipated that are not entry level? If so, what are they and how many?*

#### **Reevaluate your current positions' minimum requirements:**

*Characterize the necessary skills and competencies for success in these roles. Examining the characteristics of employees who are currently successful in such roles can be a useful aid in completing this exercise.*

*As an example, have you been solely focused on technical skills where soft skills, along with proper OJT could get the job done?*

#### **Internal Pathways:**

*Do you have an internal system in place for employee advancement?*

*If so, does it provide for additional technical and/or supervisor/management training?*

#### **Company Culture:**

*Does your company maintain a culture that is historically significant, or one that is valued by employees? If not, was there one in the past? Explain.*

## Step Two: Reevaluate Your Local Workforce

### Adults:

*Are there adults in your local area that are either unemployed or underemployed that could benefit from employment and training with your company?*

*Is your company open to skilling up adults with either an HSE (GED) and/or industry certification if the cost to do so was minimal, and proved to be value-added for your company?*

### Youth:

*Do you have high school youth, in secondary education programs, that could benefit from some type of work experience with your company?*

*Do you believe that your company has positions that would be attractive to local youth, from either an entry level job perspective or that of a future career?*

## Step Three: Which Potential Pathways Make Sense (see other sheet for details)

- Job Shadow
- High School CTE Student-Employee
- Internship
- Adult Education with OJT
- State Earn & Learn (SEAL)
- Registered Apprenticeship

## Step Four: Current and Future Partnerships

### Education Providers:

*Name one to three K-12 education providers in your area.*

*Name post-secondary education providers in your area.*

*Name any additional relevant training providers in your area.*

*Do you currently have a relationship with any of the above?*

### Sector Partners:

*Do you belong to any industry/business sector partnerships?*

## Regional Partners:

Do you belong to any regional partnerships that have identified workforce development as a main/important objective?

## Step Five: Identify Resources

Company Contact / Program Administrator: \_\_\_\_\_

Education Provider(s): \_\_\_\_\_

OJT Coordinator: \_\_\_\_\_

Funding Plan:

Does the company have a budget for:

- 1) Recruitment?
- 2) Tuition Assistance?
- 3) Professional Development?
- 4) OJT?
- 5) Recurrent/Upgrade Training?
- 6) Certification/Testing Fees?

## Step Six: Action Plan

Companies commonly focus on immediate needs without consideration for future growth. It is our desire to help you take a holistic approach to creating an action plan that is structured, scalable and flexible for both today's and tomorrow's needs.

Once you have completed the above steps, it is time to meet with the team from the Office of Work-Based Learning and Apprenticeship. We will be able to help you consider multiple options to build a sustainable pipeline of human capital.

*“Creating meaningful work-based learning solutions through engagement and partnerships with employers, education providers and agencies.”*

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