Master STEP-BY-STEP Worksheet

Introduction and Overview

1) Understand how to use this Toolkit (manual and CD-ROM).

2) Learn what a SHARE Network Access Point is, what it does, and what it needs to succeed (see text on page 7).

3) Assess your readiness and estimate your investment to create SHARE Network Access Points (see text on page 10).

4) Estimate the return you might expect from your investment in Access Points.

Recruiting and Relationships

5) Prepare your elevator speech (worksheet on page 12).

6) Identify the WIIFMs for everyone whose support is important for a successful Access Points project (see text and worksheets on page 14).

7) Identify what avenues of outreach you will utilize to find faith-based and community organizations in your target communities.

8) Identify your criteria and recruit Access Points that fit your criteria (see text and sample on page XX):

   a. What underserved neighborhoods and communities do we want to target?

b. What needs of jobseekers and other workforce members are not currently being met in these areas?

c. How many customers per month would be considered significant access in this community?

d. Decide what levels of technological capacity you want your Access Points to have. How computer-savvy should they be? Can you provide them with high-speed internet, or should they have this already? What technical support should they have to address computer problems?

e. What staff capacity should they have? What volunteer capacity should they have?

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f. Do we care about the physical environment and appearance of the Access Point? Can we refine our expectations for this if needed in certain target communities?

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g. What other criteria do we want to set for our Access Points? (*e.g.*, types of human services already offered, near public transportation routes, etc.)

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9) Plan your approach to potential Access Points.

10) Begin building relationships between key individuals at the One-Stop and the leaders and POCs at the Access Points.

Logistics and Legalities

11) Identify sources (*e.g.*, surplus) for donating computers and signage to each Access Point (page 22):

   a. How can I secure surplus computers from within our system? How about state government surplus computers? Is there a technology employer on our Workforce Investment Board who might want to donate computers for Access Points in return for publicity?

   b. What happens to One-Stop Resource Room materials that are outdated? Determine how to transport them for your Access Points.

   c. What other supplies can be donated to set-up your Access Points? (*e.g.*, resume software, printers, fax machines, printer ink, etc.)

12) Develop a simple Memorandum of Understanding with each Access Point you select and get it signed (page 23 and the sample MOU in Appendix).

13) Compile contact information for each Access Point.

14) Identify a lead Point of Contact (POC) at each Access Point.

15) Secure signage for your Access Points.

16) Draft press releases announcing the new partnership and explaining what Access Points will mean to the targeted communities.

17) Give the Access Points the computers, supplies, and signage you have accrued.

18) Review and plan to adapt the sample Memorandum of Understanding between the local workforce authority and your Access Points.

19) Make sure you thoroughly understand the "Partnering with Integrity" and the "Transforming Partnerships" training and be ready to answer any questions that come up. You must provide this training to administrators, staff, and the POCs at each new Access Point.

Training and Sustaining

20) Create an internal communications plan to ensure ongoing communication with your Access Points.

21) Plan the training of your Access Points; curricula content; coordinate with colleagues and partners.

22) Set a standard of training for all your Access Points.

23) Customize the sample Instructor's Notes and Sample Agendas provided in the Appendix and conduct training sessions with your Access Points.

24) Set up job-shadowing appointments for Access Points with the One-Stop staff member that manages the Resource Room.

25) Continue building and strengthening relationships between the Access Point staff and the One-Stop staff.

26) Plan and publicize a grand opening.

27) Talk to your Access Points often about using the Customer Sign-In Sheet. Remember that tracking and accountability may be totally foreign to them, so be patient and generous with reminders.

28) After one month of Customer Sign-In Sheets, sit with your POC and set SMART goals for the quarter (Simple, Measurable, Attainable, Realistic, and Time-bound goals).

29) After one full quarter of timely reporting, your Access Point should earn a letter of support from you commending them for their accountability and thanking them for their partnership with your local workforce system.

30) Bring your Access Points together as a network to continually share knowledge and gain strategic access to new labor pools, new employers, and new resources for your One-Stop system.

31) For Access Points who want to reach more jobseekers and improve sustainability, share basic marketing strategies for effective outreach.

32) Talk to your Workforce Investment Board, One-Stop partners, and business developers about leveraging the success of your Access Points to bring more resources to your workforce system.