

This document has been provided to gather information regarding your plans for embedding the Skills to Succeed Learning Exchange within your organization.

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| **KEY QUESTION AREAS** | |
| **1** | General Organization Information |
| **2** | Your Implementation Approach |
| **3** | Training Plan Selections |
| **4** | User Registration |

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| **1.0** | **General Organization Information** | |
| **Question** | | **Answer** |
| 1.1 | Provide the name and address of your organization. |  |
| 1.2 | Briefly describe the mission of your organization. |  |
| 1.3 | Describe the beneficiary groups you serve. Examples: Women, Veterans, Youth, etc. |  |
| 1.4 | List your locations where you plan to use the S2S Learning Exchange? |  |
| 1.5 | Provide the name and email address of your Primary Contact for the Skills to Succeed Learning Exchange. |  |
| 1.6 | Provide the names and email addresses for additional contacts at each location. |  |
| 1.7 | Attach or link to your organization’s data privacy policy. |  |

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| **2.0** | **Your Implementation Approach**  **How do you plan to embed the Skills to Succeed Learning Exchange into your current or new programs? What is your estimated usage? How will you drive scale? How will you support the implementation?** | |
| **Question** | | **Answer** |
| 2.1 | How do you plan to embed the Skills to Succeed Learning Exchange within your organization?   * Existing programs? New programs? * Online only or blend of online/classroom learning? * Other details? |  |
| 2.2 | What is your commitment for the number of people who will use the Skills to Succeed Learning Exchange on an annual basis?  As a reminder, each organization needs to commit to at least 100 learners completing at least one online course in a year. In September each year, we may reach out to you to report the number of people you reached, skilled and employed because of Accenture’s support. |  |
| 2.3 | How will your learners join the Skills to Succeed Learning Exchange?   * In large groups throughout the year? * Individually on a daily/weekly basis?   This will help us select the best registration approach for your organization. |  |
| 2.4 | What are some challenges you may need to overcome to reach your commitment number of users? (as noted above in 2.2) Are there any barriers to your organization or students using the S2S Learning Exchange? Examples: lack of computers, instructor take-up, classroom space, lack of training processes, etc. |  |
| 2.5 | Who will be the champion in your organization responsible for rolling out the Skills to Succeed Learning Exchange to your staff/learners, keeping momentum with staff/learners, driving usage, and achieving scale?  Please provide name and email address. |  |
| 2.6 | Who will provide support to users on the ground? Please provide name(s) and email address.  He/she/they will be invited to a call to cover basic troubleshooting and reporting. |  |
| 2.7 | If the champion leaves the organization, what processes are in place to transition the Learning Exchange program to another champion? |  |

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| **3.0** | **Training Plan Selections –** Which online courses will be included on your organization training plan? ***Learners have access to all online courses on the site; the training plan reflects an organization’s priority courses. We recommend 15 - 20 courses.***Most online courses are 15-30 min. For detailed descriptions/durations:     1. Check the black online courses to include on your training plan. The companion classroom workshops are listed in grey italics so you can see the flow of the curriculum, but they cannot be listed on a learner’s training plan. 2. Check whether the selected course should be Required, or just included as Recommended. 3. To use pre/post assessments, all online courses for the curriculum should be selected. 4. For Digital Literacy Enhanced, IT Cust Support, and Health and Tech Admin, only add online courses if you are planning to teach the classroom workshops due to the tightly blended nature of these curricula. 5. Note: An “m” in the beginning of a course title means that it is “Mobile Compatible” and can be taken on a smartphone. |

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| |  |  |  | | --- | --- | --- | | **Check to Include** | **Check to Make Required** | **NOTE: WE RECOMMEND 15 – 20 COURSES MAXIUMUM ON THE TRAINING PLAN.** | | **JOB SEEKER MOBILE CURRICULUM** | | | |  |  | Job Seeker Pre-Assessment | |  |  | mCareer Planning | |  |  | Resource: My Next Move OR ACT Profile | |  |  | *Career Planning Workshop* | |  |  | mStarting Your Resume | |  |  | mFinalize Your Resume | |  |  | mIntroduction to Cover Letters | |  |  | *Resume and Cover Letter Writing Workshop* | |  |  | mNetworking Techniques | |  |  | mExpand Your Network | |  |  | *In-Person Networking Workshop* | |  |  | mUsing Social Media Professionally | |  |  | mProfessional Online Profile | |  |  | Resource: LinkedIn Tutorials | |  |  | *Online Networking Workshop* | |  |  | mTypes of Interviews | |  |  | mThe Interview Process | |  |  | *Interviewing Skills Workshop* | |  |  | Job Seeker Post Assessment | |  |  | Job Seeker Learning Board | | **FIRST JOB MOBILE: STARTING YOUR CAREER CURRICULUM** | | | |  |  | First Job: Starting Your Career Pre-Assessment | |  |  | mProfessional Image | |  |  | mProfessional Behaviors | |  |  | mEthics at Work | |  |  | *Professionalism and Work Ethic Workshop* | |  |  | mWriting with Clarity | |  |  | mUsing Proper Grammar | |  |  | *Writing Techniques Workshop* | |  |  | mKnowing Your Audience | |  |  | mBusiness Communication Tools | |  |  | *Business Communication Workshop* | |  |  | mActive Listening | |  |  | mVerbal Communication | |  |  | *Verbal Communication Workshop* | |  |  | mTime Management | |  |  | mTracking Your Tasks | |  |  | *Time and Task Management Workshop* | |  |  | mTeamwork | |  |  | *Teamwork Workshop* | |  |  | First Job: Starting Your Career Post Assessment | |  |  | First Job: Starting Your Career Learning Board | | **HEALTH TECHNOLOGY AND ADMINISTRATION CURRICULUM** | | | |  |  | Health Technology and Administration Pre-Assessment | |  |  | *Exploring the Healthcare Industry Workshop* | |  |  | Medical Terminology | |  |  | *Medical Terminology Workshop* | |  |  | Healthcare Customer Service and Communications | |  |  | *Healthcare Customer Service and Communications Workshop* | |  |  | Healthcare Time and Task Management | |  |  | *Healthcare Time and Task Management Workshop* | |  |  | Healthcare Legislation | |  |  | *Healthcare Legislation Workshop* | |  |  | Medical Records | |  |  | *Medical Records Workshop* | |  |  | Healthcare Payers | |  |  | *Healthcare Payers Workshop* | |  |  | Diagnosis Codes | |  |  | *Diagnosis Codes Workshop* | |  |  | Procedure Codes | |  |  | *Procedure Codes Workshop* | |  |  | Health Technology and Administration Post Assessment | | **OTHER ONLINE COURSES** | | | | Other Foundational Online Courses & Resources | | | |  |  | Resource: English as a Second Language | |  |  | Resource: Money Basics | |  |  | Resource: Better Money Habits | |  |  | Resource: Completing I-9 and W-4 Forms | |  |  | Resource: GED Preparation | |  |  | Resource: Typing | |  |  | Resource: Technology Tutorials | |  |  | Resource: Microsoft Office Tutorials | | Other Career Planning and Job Search Online Courses & Resources | | | |  |  | Resource: Job Search | |  |  | Resource: Job Applications | |  |  | Resource: Indeed (Canada and US) | |  |  | Resource: Job Bank (Canada) | |  |  | Resource: Pay Scale (Canada) | |  |  | Resource: Salary Basics | |  |  | Resource: CareerOneStop | |  |  | Resource: LinkedIn for Veterans | |  |  | Technical Interviews | |  |  | Resource: Interview Follow-ups | | Other Professional Online Courses & Resources | | | |  |  | Change is Good | |  |  | Staying Informed | |  |  | Introduction to Technical Writing | |  |  | Introduction to Business Meetings | |  |  | Integrity | |  |  | Positive Attitude | |  |  | Taking Initiative | |  |  | Sharing and Receiving Feedback | |  |  | Work-Life Balance | | Other Job Track Online Courses | | | |  |  | History of Computers | |  |  | The Internet | |  |  | Computing in the Business World | |  |  | Software Development Overview | |  |  | Introduction to Software Engineering | |  |  | Plan and Analyze | |  |  | Design | |  |  | Build | |  |  | Test | |  |  | Package and Deploy | |  |  | Maintain | |  |  | Software Engineering: A Final Review | |  | |  |  |  | | --- | --- | --- | | **Check to Include** | **Check to Make Required** | **NOTE: WE RECOMMEND 15 – 20 COURSES MAXIUMUM ON THE TRAINING PLAN.** | | **FIRST JOB: GROWING IN YOUR CAREER CURRICULUM** | | | |  |  | First Job: Growing in Your Career Pre-Assessment | |  |  | mCustomer Service Introduction | |  |  | mCustomer Service Excellence | |  |  | *Customer Service Workshop* | |  |  | Managing Conflict in the Workplace | |  |  | *Conflict Management Workshop* | |  |  | mFinancial Literacy 1: Earning & Banking | |  |  | mFinancial Literacy 2: Budgeting & Financial Goals | |  |  | mFinancial Literacy 3: Credit & Debt | |  |  | *Financial Literacy Workshop* | |  |  | Cross Cultural Understanding | |  |  | Valuing Diversity | |  |  | *Cross Cultural Diversity Workshop* | |  |  | Presentations | |  |  | *Presentations: Plan and Create* | |  |  | Communicating with Purpose | |  |  | *Presentations: Deliver* | |  |  | Global Awareness | |  |  | *Global Awareness Workshop* | |  |  | Introduction to Problem Solving | |  |  | *Capstone Workshop* | |  |  | First Job: Growing in Your Career Post Assessment | |  |  | First Job: Growing in Your Career Learning Board | | **DIGITAL LITERACY (ENHANCED) CURRICULUM** | | | |  |  | Digital Literacy Pre-Assessment | |  |  | Computer Basics | |  |  | *Computer Basics Workshop* | |  |  | Windows Basics | |  |  | *Windows Basics Workshop* | |  |  | Internet Basics | |  |  | *Internet Basics Workshop* | |  |  | Internet Explorer | |  |  | *Internet Explorer Workshop* | |  |  | Google Chrome | |  |  | *Google Chrome Workshop* | |  |  | Microsoft Outlook | |  |  | *Microsoft Outlook Workshop* | |  |  | Web-Based Email | |  |  | *Web-Based Email Workshop* | |  |  | Social Media | |  |  | *Social Media Workshop* | |  |  | Microsoft Word | |  |  | *Microsoft Word Workshop* | |  |  | Microsoft PowerPoint | |  |  | *Microsoft PowerPoint Workshop* | |  |  | Microsoft Excel | |  |  | *Microsoft Excel Workshop* | |  |  | Digital Literacy Post Assessment | | **IT CUSTOMER SUPPORT CURRICULUM** | | | |  |  | IT Customer Support Pre-Assessment | |  |  | *Exploring the IT Industry Workshop* | |  |  | Customer Service and Communication | |  |  | CRM Tickets | |  |  | *Customer Service and Communication Workshop* | |  |  | IT Task and Time Management | |  |  | *IT Task and Time Management Workshop* | |  |  | Problem Solving and Troubleshooting | |  |  | *Problem Solving and Troubleshooting Workshop* | |  |  | General IT Concepts | |  |  | *General IT Concepts Workshop* | |  |  | Computer Anatomy | |  |  | *Computer Anatomy Workshop* | |  |  | Internet Safety | |  |  | *Internet Safety Workshop* | |  |  | IT Tasks | |  |  | *IT Tasks Workshop* | |  |  | IT Customer Support Post Assessment | | **ENTREPRENEURSHIP CURRICULUM (CREATING YOUR BUSINESS)** | | | |  |  | Becoming an Entrepreneur | |  |  | Price, Profit and Cost | |  |  | Business Financial Planning | |  |  | Marketing Your Business | |  |  | Marketing Channels and Pricing | |  |  | Running Your Business | |  |  | Protecting Your Business | |  |  | Creating Your Business Plan | | **ENTREPRENEURSHIP ADVANCED CURRICULUM** | | | |  |  | Foundations of Innovation & Economics | |  |  | Financial Planning | |  |  | Marketing Your Innovation | |  |  | Running Your Innovation | |  |  | Health Impact Monitoring & Evaluation | |  |  | Fundraising for Your Innovation | |  |  | Creating Your Business Plan | | **RETAIL INDUSTRY FUNDAMENTALS CURRICULUM – ONLINE END-OF-MODULE ASSESSMENTS** | | | |  |  | Online Assessments: Modules 1 - 15 | | **OTHER CLASSROOM WORKSHOPS** | | | | *Digital Literacy (Basic) Workshops* | | | | *Word* | | | | *Excel* | | | | *PowerPoint* | | | | *Outlook* | | | | *Big Data and Using Excel Workshops* | | | | *Big Data and Using Excel* | | | | *Cyber/IT Hot Topics Workshops* | | | | *STEM Overview* | | | | *Cybersecurity* | | | | *Internet of Things* | | | | *Connected Car* | | | | *Computational Thinking* | | | | *Machine Learning* | | | | *Cloud Computing* | | | | *Mobility* | | | | *Retail Industry Fundamentals Workshops* | | | | *Retail Industry Overview* | | | | *Retail Soft Skills* | | | | *Tips and Tricks to Succeed at Work* | | | | *Company and Product Knowledge* | | | | *Communication* | | | | *Teamwork* | | | | *Problem Solving* | | | | *Retail Tools and Technology* | | | | *Customer Service* | | | | *Product Sales* | | | | *Inventory Tracking* | | | | *Workplace Safety* | | | | *Payment Procedures* | | | | *Getting Ready for Your Retail Journey* | | | | *Starting Your New Job* | | | | *Mental Health - Work Readiness Curriculum* | | | |

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| **4.0** | **User Registration**  Which users should be registered? Select one of the following for each name listed. Add as many rows as needed.   * **Organization Reporting User** – this should be 1 – 2 individuals per organization; they have access to student data and all reports; they can also access instructor-led materials * **Instructors** – these are individuals that needs access to the instructor-led workshop materials * **Learners** - if registering a class/cohort | | | | | | | |
| **First Name** | | **Last Name** | **Email Address** | **Organization Name**  **(as will appear in reports)** | **City or Class Name**  **(as will appear in reports) Ex: Boston, Toronto, 2018-19 Miami** | **Organization Reporting User** | **Instructor** | **Learner** |
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