DSN Workplan

Updated 08/14/18

ROLE: The role of the DSN is to serve as the regional industry sector expert and broker the relationships between the sector employers and the community college program, faculty and staff.

Category and Activities[i]	Description[ii]	Deliverable	Timeline	Leading Indictors

1. Prepare Sector Profile
   a. Identify sector employers (large, small)
   b. Assess current and future workforce needs (KSA)
   c. Verify college program alignment with regional occupations
   d. Review data
   e. Update profile as needed
	Assess and identify regional workforce and business development needs. Complete a sector profile of relevant programs and forecast of workforce readiness skills including:
	• sector definition, industry structure, number of firms, employment, projected growth, workforce readiness skills, trends in relevant technology, changing skill sets, etc.
	• programs by college, program capacity, program performance (FTES, completion, retention, placement, wage advancement)
	• strategic initiatives, critical workforce development challenges, and
	• highest priorities for improving program performance for the sector
	• using LMI data, identify sector gaps
		Sector Profile
		
		Report on Employer Workforce Training Needs (KSAs) for Sector
		
		Analysis of college program alignment with regional occupations
			March 2019
			
			Updated Annually (two sectors each year)
				• Timely delivery
				• Complete and comprehensive
				• Up-to-date

Category and Activities[i]	Description[ii]	Deliverable	Timeline	Leading Indictors

2. Build Employer Network for Sector
 	
   a. Develop employer contacts and build relationships
   b. Expand network with small employers
   c. Input and maintain WBL and employment opportunities in regional database
   d. Input contact information into regional database
   e. Maintain information to ensure currency
	Develop employer relationships for the sector.
	
	Facilitate employer/industry connections with colleges (to deans and faculty).
	
	Convene regional advisories for sector.
	
	Convene colleges, employers, workforce and economic development organizations and labor stakeholders to identify needs and inform program development.
		Employer contacts	Monthly	### employers per month

Category and Activities[i]	Description[ii]	Deliverable	Timeline	Leading Indictors

3. Facilitate Curriculum Development and Revision
  a. Clarify skills for program alignment
  b. Identify program opportunities
  c. Support curriculum development in emerging areas
  d. Support curriculum development
  e. Engage industry in program alignment
  f. Facilitate incumbent worker training
	Support college efforts to strengthen or develop programs that are in alignment with needs leading to job placement and/or job retention and wage advancement for students.
	
	With the assistance of the SN, RC (and his or her designated college representative) and industry partner, support the capacity of colleges to provide credit, noncredit, and not-for-credit programming, and industry recognized certification programs that contribute to advancing workforce skill development with a focus on industry standards and technical skills specific to both existing and emerging occupations in the Sector.
	
	Support curriculum and program development or revision to meet emerging workforce skillsets and industry standards and certifications.			

Category and Activities[i]	Description[ii]	Deliverable	Timeline	Leading Indictors

4. Develop and Deliver Sector Professional Development and Training
   a. Facilitate delivery of regional PD for faculty
   b. Facilitate delivery of PD to career counselors
   c. Share best practices with faculty
   d. Develop sector workshops
	When applicable, collaborate with state and regional Technical Assistance Providers to serve the needs of the region.
	
	Promote and provide faculty and staff professional development opportunities to update the skills of faculty, teachers, counselors, and staff to reflect the needs identified in the Sector and to increase capacity of colleges within each region to address the needs of the Sector as applicable.
	
	Provide technical assistance to businesses.
		PD and training events
		
		Log of activity
				## PD and training events pers semester

5. Communicate and Disseminate Sector Information[iii]
   a. Provide ongoing updates to deans about activities
   b. Connect with deans on sector priorities
   c. Develop relationships with faculty at ALL colleges
	Develop and implement communication strategy to share and disseminate sector information.	Communication plan
		
		Communication log
			Early fall semester
			
			Monthly	

6. Conduct Outreach and Establish Connections with K-12	Collaborate with K-12 to improve linkages and career technical education pathways in high-need, high-growth, or emerging regional economic sectors			

Category and Activities[i]	Description[ii]	Deliverable	Timeline	Leading Indictors
7. Provide and Participate in Career Events		Events Monthly report of activity Internships and WBL opportunities	Per semester	### events per semester Timely reports ### internships ### WBL opportunities

8. Collaborate and Coordinate Across the Region
  a. Represent sector across all colleges
  b. Participate in regular meetings and the Director of Strategic Partnerships and other DSNs
  c. Communicate regularly with Director of Strategic Partnerships				

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[i] Much of the text in the "category and activities" is column is drawn from the blue wall activity.

[ii] Much of the language in the "description" column is pulled from the Deputy Sector Navigator *Key Talent Roles and Responsibilities 2018-19* (Appendix G) posting.

[iii] Items highlighted in blue do not have a corresponding reference in the *Key Talent Roles* document, but are derived from the blue wall activity