

2016 - 2017 Santa Barbara AEBG Consortium: Adult Education Block Grant ACTIVITY CHART

YOUR PROGRAM/AGENCY NAME: Work Readiness and Career Planning Certificate for Adults with Disabilities						
AEBG PROGRAM AREA 3: Adults with Disabilities						
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION	PERSON OR AGENCY RESPONSIBLE	OUTCOME	DATA CAPTURE METHOD
1	Contract with Consultant	Hire a consultant as the Program Coordinator/Counselor to manage the first year of the program	Nov. 2016	SBCC Non-credit administrator with Disabled Student Programs and Services Administrator	Program Coordinator/Counselor begins work: Identifies employer and partner advisory committee, plans professional development, and reviews curriculum, courses and models at other CA Community Colleges	Program Coordinator/Counselor contract in place; Preliminary Action Plan created
2	Obtain approval for curriculum	Hire Curriculum Consultant, Create curriculum to teach essential employment skills: communication, attitude, teamwork, networking, problem solving, self-advocacy, and professionalism*	Nov.2016 – May, 2017	Program Coordinator/Counselor	First two foundational courses approved. Series of courses outlined and ready for approval process.	Approval of two foundation courses. List one Course in Fall 2017 schedule for non-credit
5	Program will be promoted	Marketing of program	May – August 2017	Program Coordinator/Counselor with Partners and SBCC Continuing Education	Marketing materials (websites, flyers, mailing, emails) are produced	Websites at SBCC and other partner agencies highlight and describe the program and application/registration process.

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3	Hire Adjunct Faculty	Identify and hire adjunct faculty for foundation courses	July 2017	Program Coordinator/Counselor and SBCC Continuing Education Dean	Faculty is confirmed and has contracts for the first two courses.	Faculty contracts; names of faculty will appear in the fall quarter non-credit schedule.
6	Professional Development Plan is created	Professional development is provided to faculty and to non-credit support staff.	June – Sept. 2017	Program Coordinator/Counselor	Faculty for the initial foundational courses will be able to teach course material; Staff will have a basic understanding of how to work with the population of adult students with disabilities	Observation and evaluation of faculty and staff; self-evaluation
7, 8	Work Readiness and Career Planning Certificate course is offered.	Courses are taught.	Oct – Dec. 2017	Program Coordinator/Counselor is responsible for courses being full and faculty understanding curriculum	15-20 students are enrolled in the program	15 students are enrolled in the courses
4	Collaborate with Partners to establish sites for paid or non-paid internships.	Work sites for supported internships are identified	Oct. – Dec. 2017 (to be ready for January 2018 placement if funding is continued.	Program Coordinator/Counselor	Cooperative Contract between Department of Rehabilitation SBCC Non-credit administration	Cooperative Contract

The U.S. Department of Labor, Office of Disability Employment Policy (ODEP)'s 2011 publication, *Skills to Pay the Bills: Mastering Soft Skills for Workplace Success*, provides 30 specific soft skills activities for use by instructors and counselors. *Skills to Pay the Bills* organizes soft skills into six broad categories: Communication; Enthusiasm & Attitude; Teamwork; Networking; Problem Solving; Critical Thinking; and Professionalism.