

## WIOA Youth & Young Adult Program Training Catalog

Training modules to support youth practitioners understand and implement all facets of the program to continually help young adults to succeed. The modules are targeted for:

- staff who manage programs, and/or administrators/supervisors/youth coordinators,
- local monitors,
- career navigators/counselors/educators
- new and experienced staff,
- staff who directly work with youth,
- staff who conduct data entry.

This menu includes:

- Recordings and resources from workshops
- Youth Program Training Wish List to develop a customized training plan
- All About WIOA Youth Learning Series to build a strong foundation for the program
- Building Blocks Training for advanced learning
- Coaching Pathway with customized site visit(s) followed by action plan implementation

### Workshop Recordings and Resources

Slides, recordings, and resources from past workshops are available at [dol.ny.gov/wioa-youth-program-training](https://dol.ny.gov/wioa-youth-program-training). These workshops are focused on design framework, elements, youth program administration, and youth engagement.

### Youth Program Training Wish List

*For Administrators/Supervisors – 1 hour*

This pre-training video conference provides an open discussion forum to learn more about the local staff, program, policies, and procedures to develop a tailored training plan. Program staff, administrators, and supervisors are encouraged to share, suggest topic areas for learning and develop collective goals.

Administrators/supervisors to determine participants' and the local area's needs and strengths. Local area staff

is requested to share their local policies, forms, and procedural documents to gain a stronger understanding of local best practices.

### All About WIOA Youth Series

*For New Administrator/Supervisor, New Staff, and Experienced Staff– 2 hours per session*

This learning series helps participants gain a foundation WIOA youth and young adult program. They learn about federal and state-level resources along with data entry.

This custom-designed training aims to meet participants learning goals and styles. This All About WIOA Youth series includes five sessions of two hours each along with an orientation. These sessions are:

101. Orientation
102. Eligibility
103. Education & Well-being focused elements
104. Employment & training and Growth focused elements
105. Partnership building, Youth Engagement with Pathways Coaching, Objective Assessments, Individual Services Strategies, and Follow-Up
106. Indicators of Performance

Participants will learn techniques of youth retention and development to become a partner in their own success. with data entry tricks.

The series also focused on implementing effective outreach and partnership-building strategies. The series aims to build a network of youth providers to help each other address program challenges with:

- Peer-led interactions
- Planned review
- Engaging games, group sharing, activities, and videos
- Data entry
- Successful program practices and policies
- Review of local policies

## Building Blocks Training Modules

### Partner with the Local Workforce

#### Development Board

*For Administrators/Supervisors – 1.5 hours*

Participants will explore ways to keep the Local Workforce Development Board up to date with the local youth program happenings. What information should be shared to increase the board's long-term investment in the youth programs?

#### Youth Program in a Nutshell

*For New Youth Coordinators/Directors – 2 hours*

New to the WIOA youth program and in a managerial position? This session covers the youth program basics and directs participants to tools, tricks, and techniques to become an expert in understanding your youth program.

#### Youth Program – Be Elements Wise

*For New or Experienced Staff – 2 hours*

Participants will select one youth program element before the session. During the session, the participants will explore and strengthen the ways they can deliver the chosen element with the help of evidence-based local, statewide, and national models.

#### Local Youth Policies Deep Dive

*For Administrators/Supervisors – 1.5 hours*

The WIOA local policies can tailor your program to suit the needs of your youth. We take a deep dive into your local policies to incorporate positive youth development principles and make the policies not only compliant but worthwhile.

#### Essentials for Work Experience

*For Administrators/Supervisors – 1.5 hours*

This module offers proven tools and practices from around the nation to improve work experiences for

youth. Topics include work experience agreements, business engagement strategy, orientation and debrief opportunities with youth, data entry, and more.

#### Youth Program Design from Scratch

*For Administrators/Supervisors – 1.5 hours*

The Request for Proposal (RFP) for your local area or internal goal and process documents builds the skeletal foundation of your program. This course will help you develop a WIOA compliant program suitable for your area's youth, and meet your data entry requirements.

#### The You in YOUth Program!

*For Experienced Staff, Administrator/Supervisor – 2 hours*

This session will help you analyze your program, tailor it to the needs of youth and shape your recruitment, engagement, and retention strategies. Topics may include positive youth development, leveraging peer interactions, social media, incentives, self-care, and more.

#### Providers and Offerings in OSOS

*For staff designated for Provider module maintenance, Administrators – 1.5 hours*

Accurate creation of providers and offerings in OSOS sets up successful data entry of services. Review your current providers/offerings and develop the next steps to ensure correct reporting.

#### Recruitment and Outreach Innovation for Youth

*For local area staff designated for outreach – 2 hours*

Working module where participants develop a strategic young adult recruitment and outreach plan utilizing program successes across the nation.

#### Youth Program Data Deep Cleanse

*For Administrators/Supervisors – 1.5 hours*

Review your data to find the good, bad, and ugly. A detailed session on using features in OSOS, Management, and Performance Report to check and evaluate your team's data entry

## Coaching Pathway

*For a team of staff at all levels*

Each local area has a unique configuration of providers, staff, business, and youth needs. They also have distinct strengths and priorities in a given program year. For example, some local areas intend to focus on outreach, improving their data entry, establishing sustainable staffing by reducing burn out or offer elements that are difficult.

Based on the local area's priorities, this Coaching Pathway may include:

- in-person and online meetings
- site visits
- facilitated training based on local staff preference
- prerequisite inquiry or background work
- post-training action steps
- follow-up on the implementation of the action plan

This explorative Coaching to Pathway will help the local area staff to incorporate best practices from other local areas. True to its name, the pathway will coach the local area into reaching their program's potential.

### Next Steps

**Inspired?  
Want to Collaborate?  
Ideas?  
Training requests?**

Develop your local area's tailored staff training plan with NYSDOL's Youth and Young Adult Team!

The Team does not monitor youth programs and aims to support them to reach their fullest potential by exploring best practices collectively with the local area staff, providers, youth, and businesses.

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