

# Round 4 TAACCCT Sustainability Virtual Institute (SVI) – Grantee Syllabus

## Introduction

The Trade Adjustment Assistance Community College and Career Training (TAACCCT) 2017 Sustainability Virtual Institute will provide Round 4 grantees with individualized coaching and plenary sessions where participants will receive expert advice from other grantees and subject matter experts to help sustain key innovations. Each team will come away with a complete and actionable sustainability plan.

## Purpose

The **Sustainability Virtual Institute (SVI)** will focus on helping each team develop and implement a sustainability plan, utilizing the [TAACCCT Sustainability Toolkit](#) as a framework for discussion. Through a series of planning calls with a sustainability coach, and webinars with other institute participants, participating teams will identify what they plan to sustain and come away with concrete next steps to ensure the sustainability of their highest-impact innovations. The institute will be tailored for teams that are just starting and those that are further along in the sustainability planning process. All participants will have opportunities to connect with subject matter experts and TAACCCT peers to discuss sustainability challenges and strategize solutions.

## Timeline/Process

### **FEBRUARY 6 – FEBRUARY 24**

#### **Needs Assessment Call**

The coach will reach out to you to schedule a phone call to discuss where you currently stand in your sustainability planning process and what you would like to accomplish during the institute. Please note, this call can be done just between you and your coach or you may bring in your full sustainability team. This is up to you and the coach to decide.

#### Objectives:

- Identify which step in the [TAACCCT Sustainability Toolkit](#) to begin your planning process.
- Identify an action plan to prepare for the first planning session with your team.

#### **Prepare for the First Webinar**

Share the toolkit with your team and come to the 1st webinar ready with questions. You're welcome to have a meeting/conference call with your planning team to review the syllabus and assign tasks to prepare for the first planning meeting.

## **FEBRUARY 28 – 2:00 – 3:30 p.m. ET**

### **TAACCCT 2017 Sustainability Virtual Institute: Launch Webinar**

During the first webinar, grantee teams will be introduced to the [TAACCCT Sustainability Toolkit](#) and will hear examples from early round grantees that are sustaining program innovations. Developing a sustainability plan is not a single individual's job, but should be the collective work of a team. Grantees should participate in the webinar in teams of grant staff, or specific sustainability planning teams.

## **MARCH 1 – MARCH 24**

### **Prepare for Team Planning Meeting**

During the needs assessment call with your coach, you determined a step in the TAACCCT Sustainability Toolkit to start from during the first planning session with your team. During your first team planning meeting, you will work through questions for that step in the toolkit. Review the questions ahead of your meeting and determine if there is any information/data you need to gather to have a successful planning meeting.

Ex. If you are at Step 3, then you'll need to review the data you have available, get a sense of what that data says and how that data could be leveraged to sustain key innovations.

### **Planning Meeting**

During your first team planning meeting, your team will work through questions in the TAACCCT Sustainability Toolkit. This process will vary based on which step you identified as appropriate for your team. During this first meeting, your team should consider the following as you try to answer questions in the toolkit.

- Does your team have all the information they need to answer these questions?
  - If the answer is no, why not? How could you get this information? Who could connect you to the stakeholders/resources you need in order to answer these questions?
- What progress can you make between now and your second planning session?
  - Create an action plan for between now and the next meeting.

### **Prepare for 2nd Webinar**

Reflect on how the first planning meeting went. Was this the first time this team has come together? What did you accomplish? What were the stumbling blocks? What needs to happen from here? You should consider how you would like to debrief with your team. This may be:

- 15 minutes at the end of your first planning meeting.
- A separate meeting before the webinar.
- An email chain between team members.
- Individual reflections collected by a single team member.

Summarize these reflections and come prepared to discuss your progress and challenges with other grantees during the webinar.

Please note that there is considerable time between this planning call and the final call with your coach. We encourage you to maintain the communication line open between your team and coach, and provide your coach with updates on how your sustainability planning process is going.

### **MARCH 28 – 2:00—3:30 p.m. ET**

#### **[TAACCCT 2017 Sustainability Virtual Institute: Part 2 Webinar](#)**

During the second webinar, grantees will split into smaller break out rooms to share with each other the results from their earlier planning calls with their assigned TAACCCT Sustainability Coach. Grantees will then come back together for group guidance on the process of developing a written sustainability plan, which will prepare them for their final planning call with their teams and TAACCCT Sustainability Coach.

### **JUNE 1 – JUNE 23**

#### **Prepare for Final Planning Meeting**

During your first planning meeting, your team should have developed an action plan of things to accomplish prior to your second planning meeting. Follow up with your team members to find out what progress they have made since the call and develop the agenda for your second planning meeting.

#### **Planning Meeting**

During this meeting, you will discuss the progress you've made thus far and how to move forward based on what you've learned in the process. Questions to consider:

- If you were to write a sustainability plan right now, what would it look like?
  - What would this team need to do to execute that plan?
    - In the next month?
    - By the end of TAACCCT grant funding?

Through this process, you will develop a draft of your team's written sustainability plan. This is a living document that will change over time.

#### **Prepare for Final Webinar**

Once again, debrief with your team on how the planning meeting went. What went well? What progress was made? What further work needs to be done on your sustainability plan? Are you still on the same step in the toolkit, or have you moved on to the next step? What does your sustainability plan look like right now?

Summarize these reflections and be prepared to discuss the current status of your sustainability plan with other grantees during the webinar. You will be asked to produce a short summary of your progress during the institute. This may be:

- A couple of slides for a short presentation.
- A written summary to be shared with grantees who did not participate in the institute.

**JUNE 27 – 2:00 - 3:30 PM ET**

**[TAACCCT 2017 Sustainability Virtual Institute: Final Wrap-up Webinar](#)**

During this Final Wrap-up Webinar grantees will review the progress they have made over the course of the Virtual Institute and will be encouraged to share their own actionable sustainability plans they have developed.