

Basic and Essential Skills Trainings (BEST)

Draft – Subject to Change

Prerequisites

Enrollment, Assessments, Objective Assessment, Individual Service Strategy (Goals)

Establish stability and trust, address basic needs, provide assessments, and assist with orientation, registration, and goal setting.

Required

Connect with Peer Mentor, Adult Mentor, and Career Navigator	Objective Assessment
Track Registration, Orientation & Goal Setting (ISS)	Career Interest Assessment (Career Coach)
Personality Assessments	Skill Assessments

Prerequisites are required to assess youth's readiness for programmatic elements and to develop goals centered around BEST and WIOA Track outcomes.

Tier 1 & Tier 2 are required based on a universal program design. Youth must attend the minimum hours in each tier to receive the stackable certificate. Tier 1 must be completed before enrollment into core education, training, and/or employment activities (i.e. work experience). Tier 2 must be completed before Tier 3 and prior to program exit. Tier 3 is optional and can be a combination of services provided prior to program closure and in follow-up services.

Electives – Youth, in partnership with their Career Navigator, have the option to choose from the electives below: Funded Partners may define additional electives as part of their individual program design to address specific needs of youth populations.

Tier 1

Basic Skills, Essential Skills, Work Readiness, Academic Preparation

Provide basic and essential life skills trainings to prepare youth for WIOA core services in education, training, and employment. Supportive services (explicitly tied to participant goals and service activities) should be provided as needed to enable participation in these trainings.

Incentive: Completion of Tier 1 - \$100

Stipends: \$10/hr. participation/attendance in courses listed below

Required

Minimum 20 hours, Maximum 30 hours

Healthy Lifestyle 101 Mental Health Activities/Sports/Exercise Food Preparation Nutrition Self-Care	Communication 101 Writing (Email, texting, etiquette) Speaking (Interpersonal, group, telephone) Professionalism Body Language/Handshakes
Time Management 101 Work/life balance Education/life balance Training/life balance	Work Readiness 101 Basic Employment Skills Customer Service Dependability Interview Preparation

	Resume Development
*Career Exploration 101 RIASEC Career Coach Career Counseling/Planning	Financial Literacy 101 Banking Renting Balancing Monthly Expenses Savings
*Labor Market Information 101 Career Awareness	Adult Mentoring 101 Future Planning Building Trust

* This training will be designed and delivered by Workforce Partnership staff.

Electives

Maximum 20 hours

Tutoring and Study Skills Training	Parenting 101 Childcare Eldercare
ESL Attendance	Job Shadowing
Adult Education/Alternative Education Attendance	Post-Secondary Preparation 101 Financial Aid Scholarships Admissions
Other, As Defined	

Tier 2

Intermediate Skills & Skill Enhancement

Provide basic and essential skills concurrently with core program activities.

Supportive services (explicitly tied to participant goals and service activities) should be provided as needed to enable participation in these trainings.

Incentive: Completion of Tier 2 - \$125

Stipends: \$10/hr. participation/attendance in courses listed below.

Required

Minimum 8 hours, Maximum 15 hours

Adult Mentoring 201 Guidance & Support Systems Community Resources Character	Healthy Lifestyle 201 Emotional Intelligence Mental Health
Work Readiness 201 Teamwork/Collaboration Technology Critical Thinking/Problem Solving Occupational Specific Skills Job Quality	Financial Literacy 201 Budgeting Financial Decisions Debt & Credit
*Labor Market Information 201 Career Awareness	Communication 201 Business Writing Reading & Locating Information

* This training will be designed and delivered by Workforce Partnership staff.

Electives

Maximum 20 hours

Tutoring and Study Skills Training	Parenting 201 Child Development Discipline Role Models
VESL Class Attendance	Job Search Job Applications Job Interviews
ESL Class Attendance	Comprehensive Guidance & Counseling Employer Mentoring Counseling
Unpaid Internship	Post-Secondary Preparation 201 Test Preparation School Research
Job Shadowing	Post-Secondary Attendance
Leadership Skills 201 Confidence Public Speaking Resourcefulness	Other, As Defined

Tier 3

Advanced Skills & Leadership Skills

Provide ongoing basic and essential skills concurrently with core program activities in preparation for credential attainment, placement in advanced training, or placement in employment. Supportive services (explicitly tied to participant goals and service activities) should be provided as needed to enable participation in these trainings.

Incentive: Completion of Tier 3 - \$150

Stipends: \$10/hr. participation/attendance in courses listed below

Electives

Maximum 15 hours

Comprehensive Guidance & Counseling 301 Employer Mentoring Counseling Services	Healthy Lifestyle 301 Diversity, Equity, and Inclusion Mental Health
Work Readiness 301 Workplace Culture Workplace Safety	Financial Literacy 301 Tax Preparation Purchasing Vehicle Preventing Identity Theft
Entrepreneurial Skills 301 Creativity and Innovation Starting a Business	Leadership Skills 301 Becoming a Mentor Volunteering Voting & Government
Other, As Defined	Adult Mentoring 301 Self-Sufficiency