

Action Plan: Putting the EXTRA in Externships

Creating partnerships can lead to quality work-based learning opportunities and are positively impacting employers hiring pipeline.

EMPLOYER ENGAGEMENT

ENGAGE

Utilize Networks: Target Employers

My current connections

Employer 1:

Employer 2:

Employer 3:

I should get to know

Employer 1:

Employer 2:

Employer 3:

Create awareness:

Create an advisory board

Define the Purpose:

Potential members:

The first meeting date:

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EMPLOYER ENGAGEMENT

ENGAGE

Begin the conversation

Three important things employers should know about our program

Item 1:

Item 2:

Item 3:

Three things I would like to know about these employers

Question 1:

Question 2:

Question 3:


Get them involved:



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YOUR STUDENTS

The X Factor



Align Standards

Program Needs:

Employer needs:

Create Program Handbook

Research examples

Completion goal:

Prepare Students

Student Commitment Check list

☐ Student check list

☐ Instructor check list

☐ PersonAbility information

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SCHOOLS

Training

Align with employers with opportunities

Who can help with

Volunteering:

Tours:

Job Shadowing:

Skills Training:

Guest Speakers:

Create Program Handbook

Research examples

Complete by:

Create Check lists

Student Commitment Check list:

- ☐ Student check list
- ☐ Instructor check list

[Learn More about PersonAbility™](#)



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EMPLOYERS

Training

T

Align to CTE needs

Policy changes:

☐ Identify organization hiring policies for Minors

☐ Identify who can help adjust policies

☐ Identify funding sources

State Department of Education, Career Technical Education web page.

Key words: Perkins V and Work Based Learning

Identify three schools in my area that have CTE programs:

School 1:

School 2:

School 3:

Where can we help:

☐ Advisory Boards

☐ Volunteering

☐ Tours

☐ Job Shadowing

☐ Skills Training

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Resources



CTE Media Kit

PesonAbility™

Building and applying essential soft skills for a better future in healthcare.

Metro Nashville Public Schools Samples:

[Advisory Board Handbook](#)

[Job Shadowing Manual](#)

Action



Action Plan — Engage

- ☐ Create a List
- ☐ Begin the conversation
- ☐ Get them Involved

Action Plan — The X Factor

- ☐ Develop Handbook
- ☐ Align Standards
- ☐ Prepare Students

Action Plan — Training

- ☐ Policies
- ☐ Set up communication
- ☐ Site Monitoring

Learn more about how NHA can help you grow your program and potentially improve results.

1-800-499-9092
info@nhanow.com

