

Workforce Development : COMMON PROGRAM TYPES AND COMPONENTS

| PROGRAM TYPE | TYPICAL DURATION | FRONT DOOR | CORE PROGRAM ACTIVITIES | BACK DOOR |
|--|---------------------------|--|---|---|
| ADULT EDUCATION ESOL ABE GED Ext Diploma | 3 months - 2 - 3 years | outreach & recruitment assess program eligibility literacy/basic skill assessment language assessment assess life skills & personal situation educational history orientation/program requirements | classroom education contextualized learning classes at the worksite (if workplace education) homework individual tutoring/mentoring case management | graduation certification program placement job placement follow up possible job upgrade |
| SKILL TRAINING | 8-52 weeks | outreach & recruitment assess program eligibility ITA approval where necessary personal situation assessment basic skill assessment employment history vocational or personality indicator orientation/program requirements | job readiness classroom training technical training on the job training job shadowing case management individual tutoring/mentoring | graduation certification resume review/development interview coaching job placement follow up possible job upgrade possible re-placement |
| DIRECT PLACEMENT | 1-6 weeks | outreach & recruitment assess program eligibility personal situation assessment employment history assess desire/capacity to work assess ability to meet specific employer requirements orientation/program requirements | job readiness job placement case management peer support groups resume review/development | job placement follow up possible job upgrade possible re-placement |