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Taking Initiative and Being Accountable

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Kiersten Baer

- Assistant Director of Communications
  - Illinois Center for Specialized Professional Support
- kmbaer@ilstu.edu
- 309-438-1838

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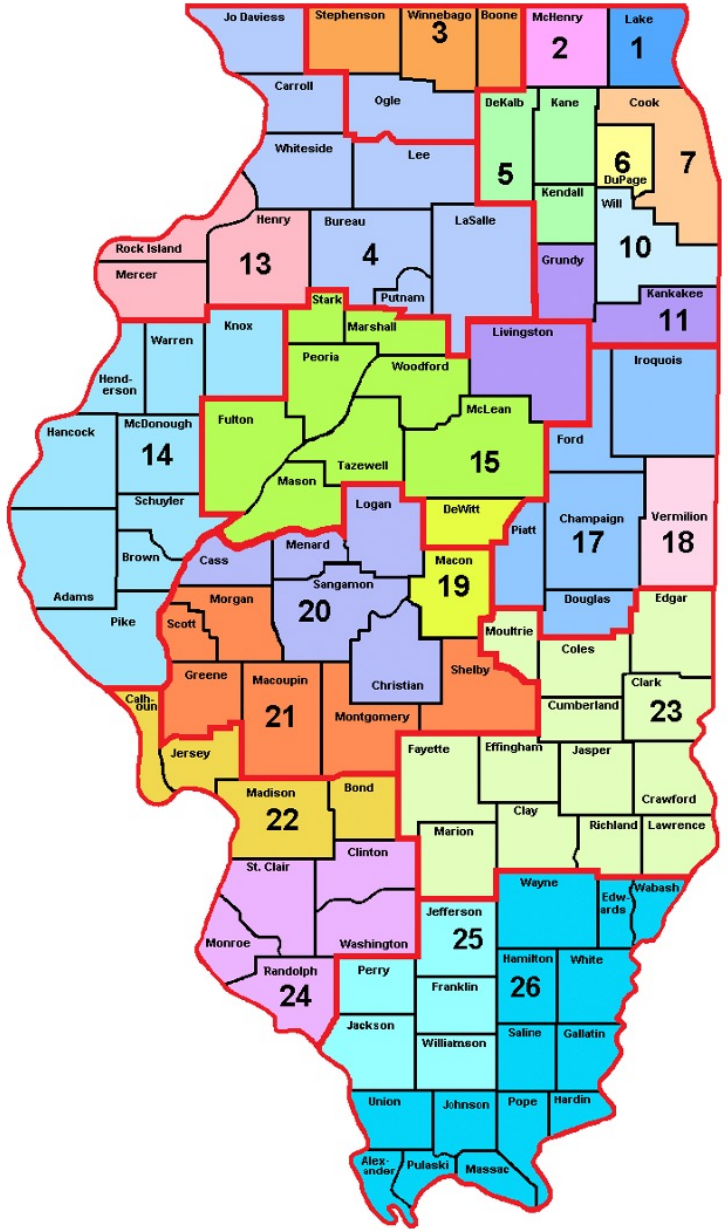
Where is Your Local Area?



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Which partner do you best represent?

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Molly Cook

Founder/Consultant, Extended Capacity Consulting LLC

- Workforce Evaluation Consultant, ICSPS
- mcook12@ilstu.edu
- https://extended-capacity-consulting-llc.square.site/

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Let's talk about accountability

Imagine you are reading a job description, what are some words, phrases or ways that accountability and taking initiative would be described?

Another way to look at this – Which words would you use to describe taking initiative or accountability?

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Driven

Self-motivated

Organized

Communication skills

Time oriented

Reliable

Team player

Meets and exceeds deadlines

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Poll

- If you were writing your job description, would taking initiative be included?

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Today we are all project managers.

We will discuss:

- The project lifecycle
- Knowing Ourselves
- Working with teammates
- Workplans

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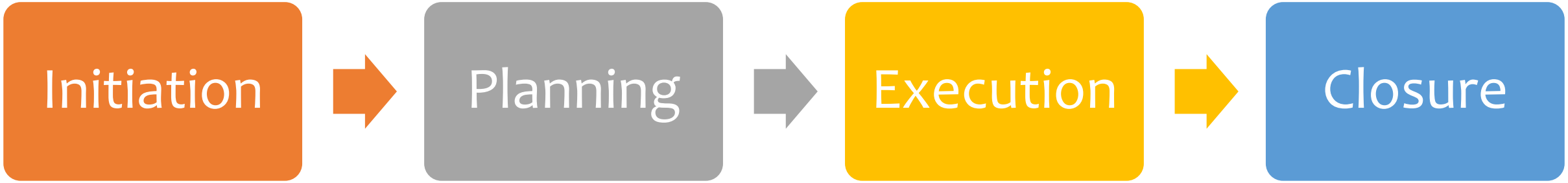
Project Life Cycle



Phase 1: Initiation (the YOU and US work!)

The YOU work!

(the WHO)

dare to lead™

List of VALUES

Accountability
Achievement
Adaptability
Adventure
Altruism
Ambition
Authenticity
Balance
Beauty
Being the best
Belonging
Career
Caring
Collaboration
Commitment
Community
Compassion
Competence
Confidence
Connection
Contentment
Contribution
Cooperation
Courage
Creativity
Curiosity
Dignity
Diversity
Environment
Efficiency
Equality
Ethics
Excellence
Fairness
Faith
Family
Financial stability
Forgiveness
Freedom
Friendship
Fun
Future generations
Generosity
Giving back
Grace
Gratitude
Growth
Harmony
Health
Home
Honesty
Hope
Humility
Humor
Inclusion
Independence
Initiative
Integrity
Intuition
Job security
Joy
Justice
Kindness
Knowledge
Leadership
Learning
Legacy
Leisure
Love
Loyalty
Making a difference
Nature
Openness
Optimism
Order
Parenting
Patience
Patriotism
Peace
Perseverance
Personal fulfillment
Power
Pride
Recognition
Reliability
Resourcefulness
Respect
Responsibility
Risk -taking
Safety
Security
Self-discipline
Self-expression
Self-respect
Serenity
Service
Simplicity
Spirituality
Sportsmanship
Stewardship
Success
Teamwork
Thrift
Time
Tradition
Travel
Trust
Truth
Understanding
Uniqueness
Usefulness
Vision
Vulnerability
Wealth
Well-being
Wholeheartedness
Wisdom

Write your own:

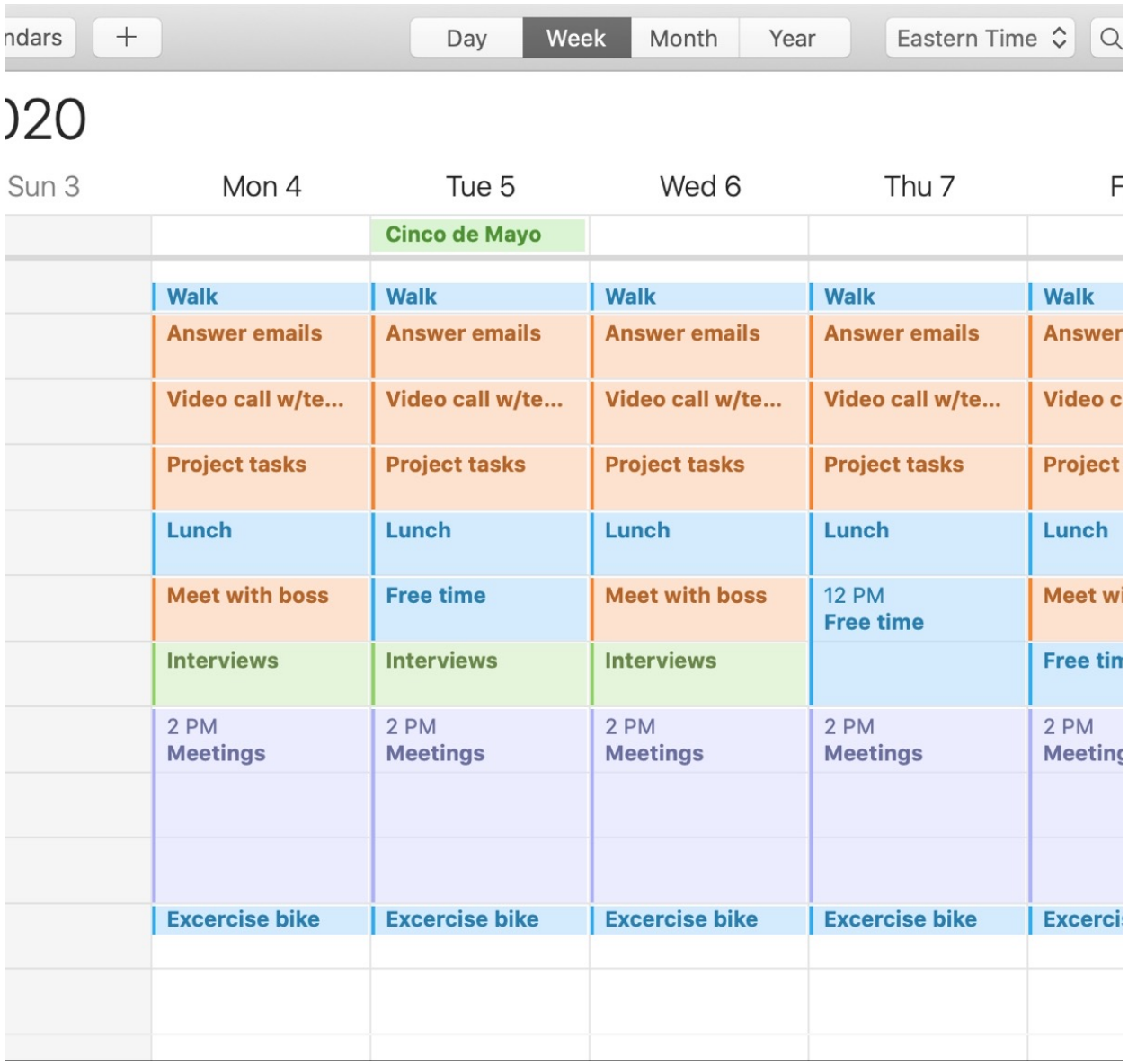
_____
_____
_____
_____
_____

Why?

ME: Why do I care about this topic?

TEAM: Why is this topic important to others, the team, the funder, etc?

COMMUNITY: Why now?



When

- Timeline (any flexibility)?
- My calendar; others' calendars
- Resource availability

What

- Topic: What do I know; what do others know?
- Do I have clarifying questions?
- Are there past reports, resources, content to review?

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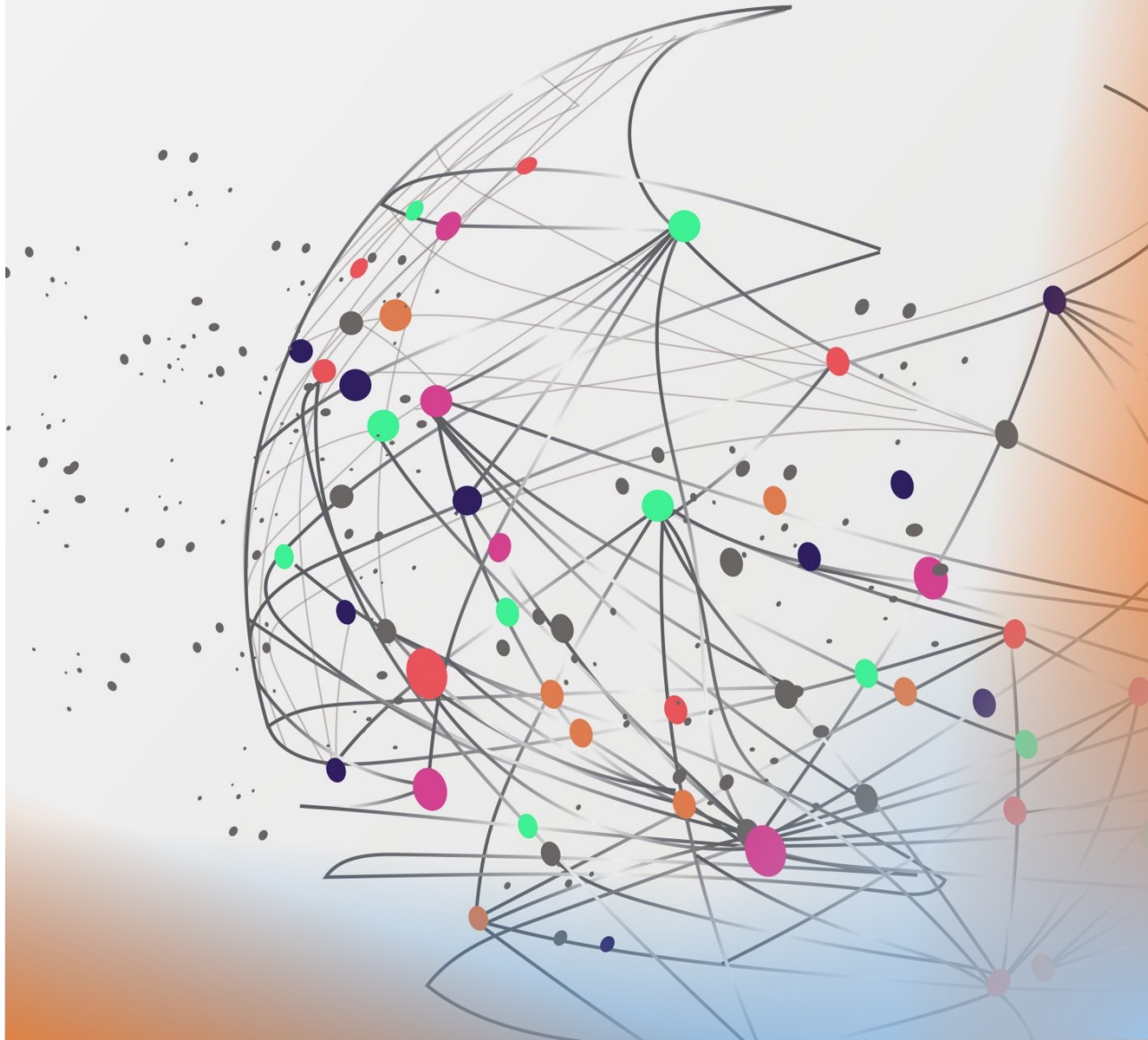
Chat

- What steps do you take prior to taking on a role or project?

- Are there any you wish you did?



Phase 2:Planning

Project Charter/Overview:

- Deliverables
- Objectives (Charges/Priorities)
- Interested Parties
- Time
- Budget
- Scope
- Team Members
- Risks
- Success Criteria

Define the vision/mission

Create a structure (workgroups)

Set deadlines

Determine budget, staff, and members

A note about time

"A cognitive quirk called the planning fallacy leads us to consistently underestimate how long it will take us to complete a project"

Source: BBC

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Chat

How do you express your capacity in a way that shows initiative and accountability?

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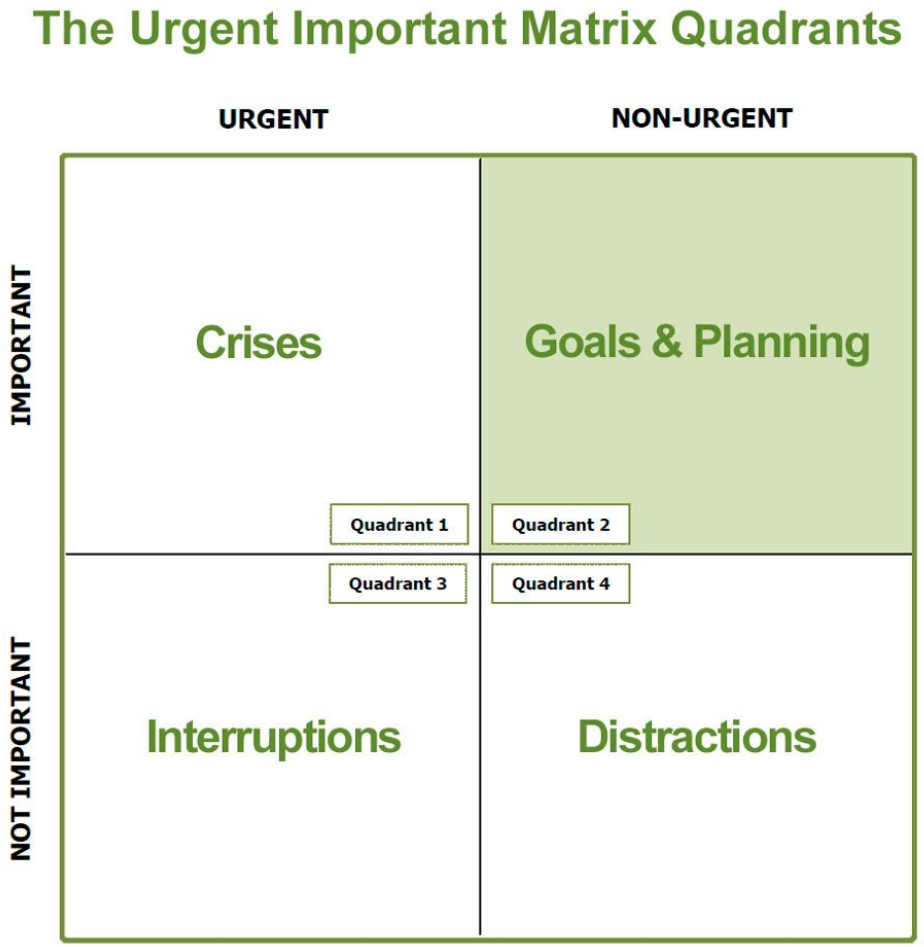
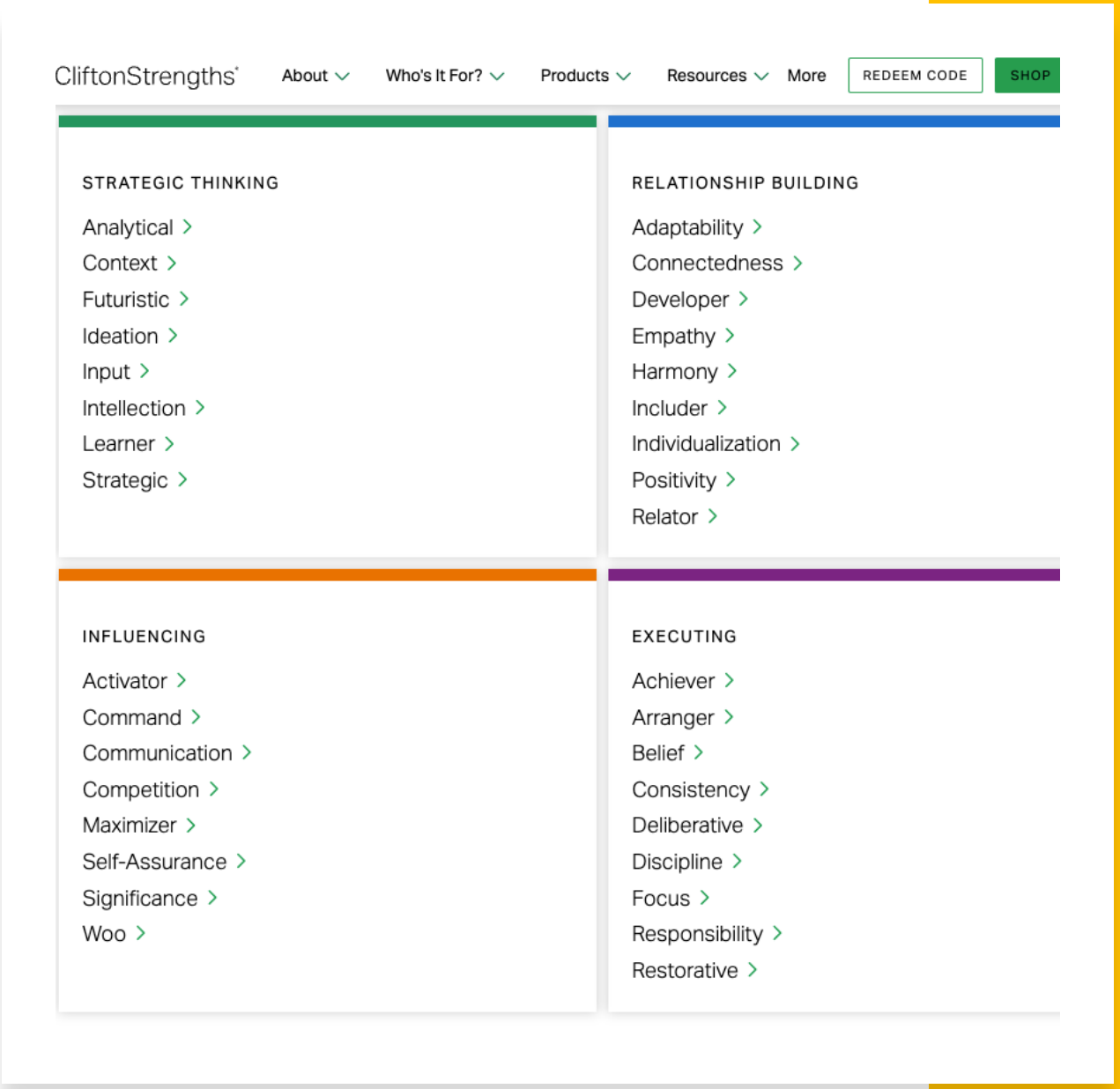
- I can complete x by x date. To do my best work on it, I would need until x date.
- I can take on x right now, but will need assistance with x.
- My plate is full with x, y and z until September 22. After September 22, I will have capacity to take x on.
- Does anyone have capacity to assist with x by x date?



Working with your team

- Strengths Finder
- 16 personalities
- Community Agreement



Source: [Strengths Finder]

16 Personalities

Analysts

Intuitive (**N**) and Thinking (**T**) personality types, known for their rationality, impartiality, and intellectual excellence.

- Architect INTJ
- Logician INTP
- Commander ENTJ
- Debater ENTP

Diplomats

Intuitive (**N**) and Feeling (**F**) personality types, known for their empathy, diplomatic skills, and passionate idealism.

- Advocate INFJ
- Mediator INFP
- Protagonist ENFJ
- Campaigner ENFP

Sentinels

Observant (**S**) and Judging (**J**) personality types, known for their practicality and focus on order, security, and stability.

- Logistician ISTJ
- Defender ISFJ
- Executive ESTJ
- Consul ESFJ

Explorers

Observant (**S**) and Prospecting (**P**) personality types, known for their spontaneity, ingenuity, and flexibility.

- Virtuoso ISTP
- Adventurer ISFP
- Entrepreneur ESTP
- Entertainer ESFP

Source: [16 personalities]

Community Agreement

- Use “Person First” Language (ex: an individual with a disability, returning citizen, etc.)
- Assume positive intent
- Share the floor – there is space and time for all to speak
- Avoid jargon and explain acronyms
- Together we know a lot
- No such thing as a ‘silly’ question
- Respect lived experiences
- Anything else?

Phase 3: Execution

ATTACHMENT I - PROJECT IMPLEMENTATION PLAN

Note that successful grantees will be required to develop a more complete workplan.

List the major project activities in the first column. In the second column, indicate the timelines for completion of the activities. Timelines may be specified by the month of the project (e.g., such as month 1, month 2, etc.) or by specific dates. In the third column, indicate the staff by name and title responsible for performing the activities, and indicate the organizational affiliation of each staff person listed. The fourth column must describe the deliverable associated with the project activity. [Expand the table as needed].

ACTIVITY	TIMELINE	RESPONSIBLE STAFF	DELIVERABLE

Source: Illinois workNet

Phase 3: Execution

Mission

Create an evaluation framework for the WIOA system including evaluation elements of policies, programs, and processes created or overseen by the IWIB to be used by the WIOA system.

Driver/Anchor Description	Expected Outcome Activities	Deliverable	Target Delivery Date
Create a draft framework based on the DOL 2020 Evaluation Toolkit	All Workgroup members provide feedback on the document Determine additions to the document, including fillable forms, executive summary, and definitions Make edits based on workgroup, CIC feedback, and equity definition from Equity Task Force	Draft Illinois Evaluation Framework/Toolkit	April 2021
Pilot the evaluation of programs, policies and processes using the framework	Identify 6 programs, policies, and processes to pilot using the framework Assign workgroup members to pilots as 'point persons' for communication and assistance Create a process to solicit feedback from the pilots	Models and examples of utilizing the Evaluation Framework	September 2021
Present to the IWIB a final Evaluation Framework	Edit framework based on pilot results/suggestions Present edited framework to full CIC Present edited framework to WIOA partners for feedback Present framework to the IWIB for adoption	Evaluation Framework for the IWIB	October 2021
Disseminate the Evaluation Framework to WIOA partners	Share with all WIOA Partners	A working Evaluation Framework	December 2021

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Tools

- Teams
- Calendar Invites
- Google Drive
- Group Me
- Stand up Meeting
- Run of Show

Time	Presenter	Pass to Next	Tech	Video	Notes

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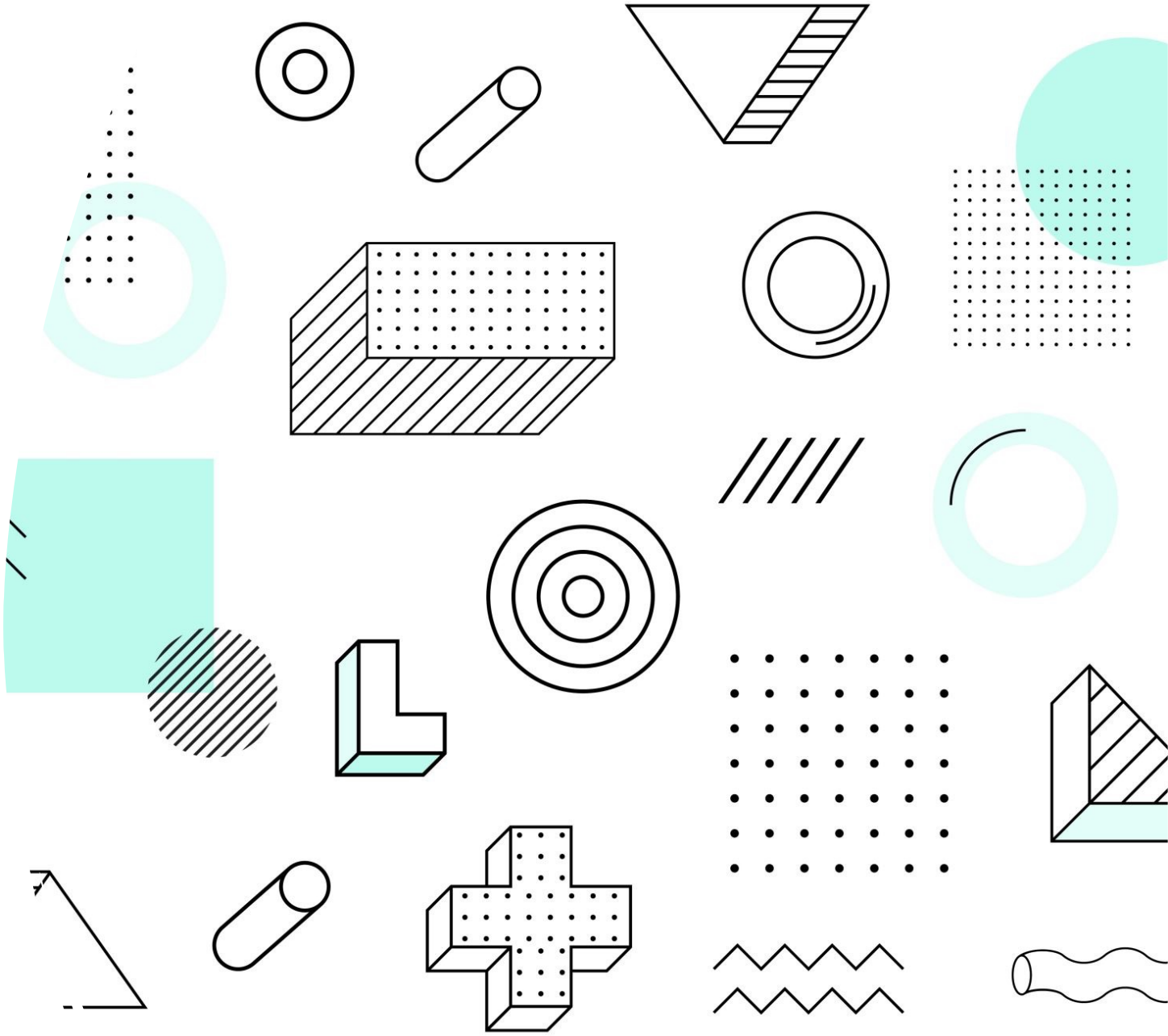
Workgroups

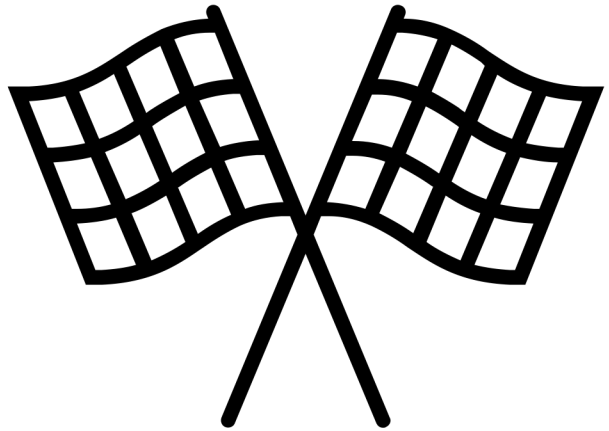
A note on leadership

- Check-ins
- Agendas, goals, next steps
- Pilot test

"Daring leaders must care for and be connected to the people they lead."

Brene Brown, Dare to Lead, p.12





Closure

- Evaluate progress
- Should the work carry-on? If so, how?
- Member evaluations
- Express appreciation

Questions

- Molly Cook

Mcook12@ilstu.edu