Eight Steps to Improving Career Services in Schools, Colleges, and Agencies

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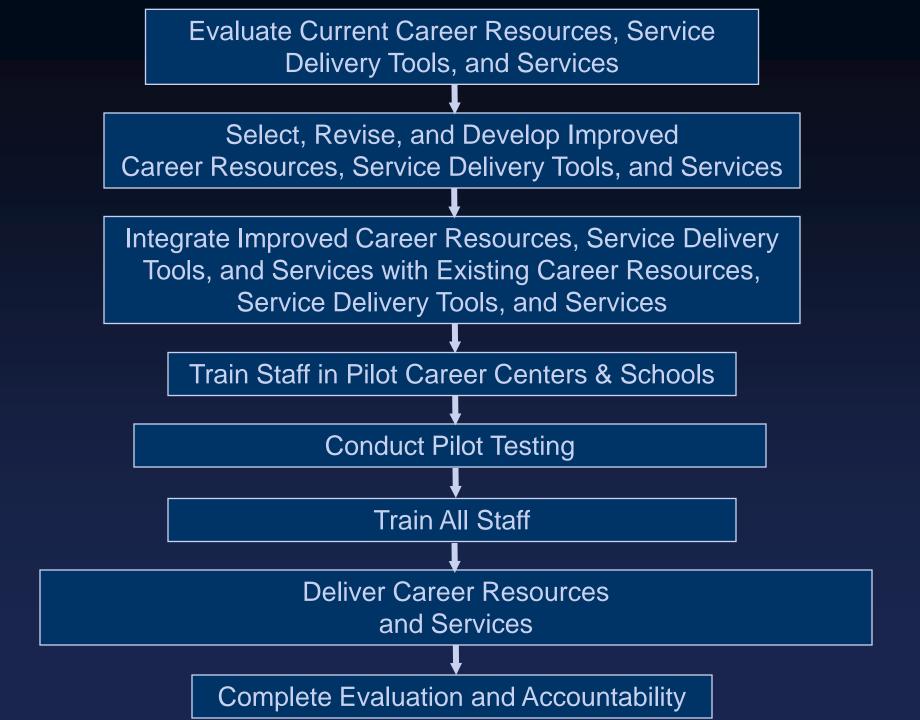
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Organization of the Presentation

- Assumptions about Implementation

- Eight-Step Implementation Model

- Nature of the Organization

- Implementing Change

Assumptions about Implementation

- Correcting a problem takes longer than the time invested in planning that might have prevented the problem

- Some planning is better than no planning at all

- Implementation is an ongoing process that can improve over time

Intended Outcomes of Using the Model

- Help staff to make best use of the limited time that is available for evaluation and planning

- Help staff to better anticipate, and then potentially avoid, typical problems in changing career resources, service delivery tools, and services

Evaluate Current Career Resources, Service Delivery Tools, and Services

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Select, Revise, and Develop Improved Career Resources, Service Delivery Tools, and Services

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Integrate Improved Career Resources, Service Delivery Tools, and Services with Existing Career Resources, Service Delivery Tools, and Services

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Train Staff in Pilot Career Centers & Schools

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Conduct Pilot Testing

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Train All Staff

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Deliver Career Resources and Services

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Complete Evaluation and Accountability

Evaluate Current Career Resources, Service Delivery Tools, and Services

- Prepare for evaluation

- Assess needs

- Evaluate current career resources, service delivery tools, and services

- Prepare for implementation

- Communicate with staff and stakeholders

Select, Adapt, Revise, & Develop Improved Resources, Service Delivery Tools, & Services

- Prepare for enhancing career resources, service delivery tools, and services

- Improve career resources, service delivery tools, and services

- Plan and use a formative evaluation of resources, service delivery tools, and services

Select, Adapt, Revise, & Develop Improved Resources, Service Delivery Tools, & Services

- Explore opportunities for collaboration with other organizations

- Communicate with staff and stakeholders

Integrate Improved & Existing Resources, Service Delivery Tools, & Services

- Prepare for integrating career resources, service delivery tools, and services

- Integrate new and existing career resources, service delivery tools, and services

- Plan strategies for summative evaluation and accountability

Integrate Improved & Existing Resources, Service Delivery Tools, & Services

- Evaluate the progress in integrating career resources, service delivery tools, and services

- Plan the specific delivery of career resources, service delivery tools, and services at pilot sites

- Prepare to market career resources and services to the public

- Communicate with staff and stakeholders

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Train Staff Members Involved in Pilot Testing

- Plan training for staff in pilot sites

- Provide training for staff in pilot sites

- Conduct a formative evaluation of pilot staff training

- Communicate with staff and stakeholders

Conduct Pilot Testing

- Conduct the first pilot test and an optional second pilot test

- Evaluate the progress in pilot testing

- Prepare to market career resources and services to the public

- Communicate with staff and stakeholders

Train All Staff Members

- Revise the plan for staff training as needed

- Conduct staff training

- Market career resources and services to the public

- Communicate with staff and stakeholders

Deliver Career Resources & Services

- Deliver career resources and services in career centers and schools

- Communicate with staff and stakeholders

- Market career resources and services to the public

Conduct Ongoing Evaluation and Establish Accountability

- Collect, analyze, and interpret evaluation data

- Collect, describe, and disseminate accountability data

- Communicate with staff and stakeholders

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