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

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

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

Train Staff in Pilot Career Centers & Schools

Conduct Pilot Testing

Train All Staff

Deliver Career Resources and Services

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
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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