

2019 - 2020
Santa Barbara Adult Education Consortium: ACTIVITY CHART

YOUR PROGRAM/AGENCY NAME:SBCC School of Extended Learning Employment Center					
NO.	OBJECTIVE	ACTIVITY DESCRIPTION	TIMELINE FOR COMPLETION (Month/Year)	PERSON OR AGENCY RESPONSIBLE	OUTCOME
1	Promote and Illustrate that education is vital for anyone trying to enter the workforce or to be promoted in their jobs. Students with the English the language, with a High School Diploma, a GED Certificate, with Badges from the Career Skills Institute, will be most likely to be employed.	<p>Outreach to high schools nonprofits, and the public sector in order to identify potential students refer them to Student Services</p> <p>Flyers & Pamphlet Development</p> <p>Flyer and Pamphlet Distribution, contact nonprofits and the community at large</p>	<p>Ongoing until August 31, 2021</p> <p>February 2020</p> <p>March 2020</p>	<p>Job Developer</p> <p>Job Developer & COAH Consultant</p> <p>Job Developer</p>	Increase enrollments in AHS/GED, ESL, and other programs by 10%. Secure at least 100 students to participate in the new Employment Center.
2	To prepare enrolled students for the labor market	<p>Students will meet with a consultant and be trained in resume writing and soft skills development.</p> <p>Ongoing classroom regular curriculum instruction.</p>	February 2020 to August 2021	COACH Consultant and Counselor or Advisors from Student Services	<p>Basic employment skills will be obtained, with the ultimate goal of employment or career advancement.</p> <p>Students will build their confidence as student and employee.</p> <p>Students will be more informed of the resources that SBCC School of</p>

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		<p>Including one on one soft skills counseling, resume writing, and job interview preparation.</p> <p>Implement “interactive” career coaching workshops, creating a pathway to career strategy badge program.</p> <p>Provide one on one career coaching assistance.</p> <p>Offer soft skills coaching along with resume writing and job application and interview preparation.</p> <p>Provide networking tips and protocol.</p>			<p>Extended Learning have for free, as well as guidance to credit campus and an easy transition to credit campus based on individual goals.</p>
3	<p>Seek employment opportunities for students.</p>	<p>Create a menu of potential employers in the private and public sector.</p> <p>Identify students seeking employment. “Match and place”.</p>	<p>Ongoing until August 2021</p>	<p>Job Developer</p>	<p>Have at least 100 students be informed and have them participate in the Employment Center.</p>
4	<p>Inform, assist in planning, and motivate current and future students in taking advantage of what SBCC</p>	<p>Meet with current and prospective students and provide them with an educational plan and other educational</p>	<p>March 2020 until August 2021</p>	<p>Student Services Counselor or Advisor</p>	<p>Provide this service to all the projected 100 student who will participate in the Employment Center</p>

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	School of Extended Learning Offers.	alternatives. Offer a path to the Career Skills Institute and other programs.			
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