

# Talent Development Checklist

Step	Apprenticeship Program	Formalized Upskilling Program	Pre-Apprenticeship Program <sup>1</sup>
<b>Pinpoint Trade(s) to Grow Through Talent Development Program</b>			
1. Analyze internal workforce data	✓	✓	✓
2. Determine program viability	✓	✓	✓
3. Determine best-fit talent development program	✓	✓	✓
<b>Create an Operational Plan</b>			
4. Assign leadership responsibilities	✓	✓	✓
5. Determine program costs	✓	✓	✓
6. Identify funding sources	✓	✓	✓
7. Set program goals and evaluation mechanisms	✓	✓	✓
<b>Register U.S. Apprenticeship Program with Government Agency</b>			
8. Weigh whether to register apprenticeship program	✓	N/A	N/A
9. Register U.S. apprenticeship program	✓	N/A	N/A
<b>Design Your Program</b>			
10. Select a training partner	✓	✓	✓
11. Select mentor(s) to lead on-the-job training	✓	✓	✓
12. Determine required competencies	✓	✓	✓
13. Build training schedule	✓	✓	✓
14. Complete necessary program documentation	✓	✓	✓
<b>Recruit Program Candidates</b>			
15. Market talent development program	✓	✓	✓
16. Build relationships with recruitment partners	✓	N/A	✓

1) Institutions should only consider a pre-apprenticeship program as a way to source candidates for an existing apprenticeship or upskilling program.