

# **Gear Up for Spring:**

**Updating the Work Plan & Budget** 

# **PRIORITY UPDATES**

Be sure to have the most recent work plan and budget on file before starting updates!

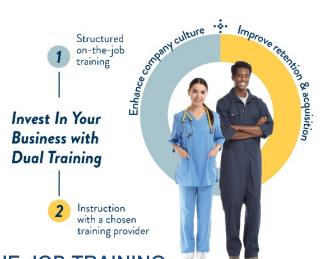
- ☐ Review **Dual Trainee Population** tab
  - OHE must first approve any updates
  - Do all dual trainees have grant participation agreements on file?
  - If applicable, do all dual trainees have the current 2020-2021 FAFSA on file?
- Add spring courses to Related Instruction
  tab
- ☐ Review and modify **On-the-Job Training** tab
- □ Review **Budget** tab
  - Report any updates to OHE and OHE will modify the tab

# Sustaining a Dual-Training Model

- ☐ Build partnerships with K-12 and higher education institutions
- Leverage dual training to recruit more diverse talent
- ☐ Formalize your on-the-job training to ensure consistency
- Connect with community-based organizations

#### **Grant Questions?**

Email jacquelynn.mol.sletten@state.mn.us Call (651) 355-0609



# **ON-THE-JOB TRAINING**

- □ Review basics of on-the-job training
- Common methods of on-the-job training:
  - Job Shadowing
  - Mentorship
  - o Cohort-based Training
  - Assignment-based Project Evaluation
  - Discussion-based Training
- □ Track on-the-job training
  - Use established method OR
  - Use the tracking tool on Minnesota
    Dual-Training Pipeline website

### **Pipeline Questions?**

Email PIPELINE.Program@state.mn.us Call (651) 284-5353

#### **TIMELINES**

**Dual Training Grant Round 9** 

January 2021: Spring Term Starts

January 22, 2021: Monitoring Report Due

January - April 2021: Monitoring Visits

August 31, 2021: Contract Expires

NOTE: Invoices for reimbursement are **due** no later than 30 days after the end of the term or section of courses.

**Dual Training Grant Round 10** 

March 2, 2021: Application Opens

April 16, 2021: Application Closes

May 25, 2021: Award Notices to Applicants



