



Pennsylvania Talent Pipeline Project

Philadelphia Flag

Detailed Plan of Action and Milestones

Cohort 2

INTERNAL PROGRAM MANAGEMENT TEAM

July 2022 – June 2024

Last Updated: February 27, 2023

Regularly Scheduled Activities

- Monthly “All Hands” Information Sharing and Program Updates for Participants and anyone interested in learning more or seeking to participate, 2nd or 3rd Wednesday of every month via ZOOM.
- Monthly Program Reviews (MPR) for the Internal Program Management Team and Key Stakeholders, 4th Tuesday of every month from 11:00 – 12:00, via ZOOM or held in conjunction with a planned in-person event.

July 2022

- July 7, New Partner Orientation
- July 26, 11:00-12:00 MPR

Program Activity

- Publish Pennsylvania Talent Pipeline: Philadelphia Flag July 2022 to June 2024 Master Plan
- Collect Employer Intakes and Pledges
- Conduct New Pilot Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.
- Identify Career Fair location (In partnership with Project MFG) – **Philly Shipyard**

August 2022

- August 2, Talent Acquisition and Retention Workshop #1 – Recruiting and Hiring Focus
- August 4, Talent Acquisition and Retention Workshop #2 – Recruiting and Hiring Focus
- August 18, All Hands Meeting
- August 23rd, 11:00-12:00 MPR

Program Activity

- Conduct New Pilot Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.
- Collect Employer Intakes and Pledges

- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors
- CTE's identify program capacity
- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors

September 2022

Program Milestone

September 13, 2022: Pennsylvania Talent Pipeline Program: Philadelphia Flag Employer/CTE Matching Program Review (Include Senior USN Representative) – Penn State at the Navy Yard

- September 21, 11:00-12:00 MPR (in conjunction with Program Milestone event)

Program Activity

- CTE Classes Start
- Educational Entities Announce Program to Candidates (Juniors and Seniors)
- Candidate Preparation: Groom Students on Soft/Hard Skills
- Employer Partner Prep: Assist Employers in setting up their Recruiting Strategy and Interview Schedules with CTE Program
- CTE's identify program capacity.
- Conduct New Pilot Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.
- Collect Employer Intakes and Pledges
- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors
- Employers notify Program Manager (PM) of specific screening requirements and logistics (e.g., Interview Schedules/Set ups, Onsite Visits, Other Pre-Employment Testing Requirements)

October 2022

Program Milestone

October 12, 2022 Career Discovery Day and Project MFG Welding Competition

- October 19, All Hands Meeting
- October 25, 11:00-12:00 MPR

Program Activity

- Continue Candidate Preparation
- Continue Employer Preparation
- Employers conduct Individual Instructor/Classroom meetings and tours to build relationships and engagement with Instructors if requested.
- Conduct New Pilot Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.
- Collect Employer Intakes and Pledges
- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors

November 2022

- November 17, All Hands Meeting
- November 22, 11:00-12:00 MPR

Program Activity

- Conduct New Pilot Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.
- Collect Employer Intakes and Pledges
- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors
- November 23-24, Thanksgiving Holiday Break

December 2022

- December 14, All Hands Meeting
- December 27, 11:00-12:00 MPR

Program Activity

- Finalize Hiring Employers List
- Coordinate and finalize Employer On-CTE Site Recruiting Visit Schedule
- December 21, 2021-January 2, 2023 Winter Break

January 2023

Program Milestone

January 24, 2022 Pennsylvania Talent Pipeline Program: Philadelphia Flag Mid-Year Program Review (Include Senior USN Representative) Widener University

- January 3 - 23, Employer On-Site CTE Program Recruitment Presentations with Candidates
- January 24, MPR

Program Activity

- Begin Candidate Applications submitted to Employers.
- Announce Philadelphia Flag Class #2 (2023-2025)

February 2023

- February 16, All Hands Meeting
- February 28, 11:00-12:00 MPR

Program Activity

- Continue Candidate Applications submission to Employers.
- Employers identify Candidates for interviews for coordination with CTE's and Program Management Team.

March 2023

- March 15, All Hands Meeting
- March 21, Talent Acquisition and Retention Workshop #3 – Onboarding and Retention Focus
- March 23, Talent Acquisition and Retention Workshop #4 – Onboarding and Retention Focus
- March 28, 11:00-12:00 MPR

Program Activity

- Employers make Contingent Job Offers
- Employers notify and announce New Teammate selections.
- Employer discussions with CTE Instructors and Staff on specific New Hire training needs/recommendations
- Candidates begin employer customized pre-hire processes as appropriate.

April 2023

Program Milestone

April 21, 2023: Philadelphia Flag Employers announce New Teammate selections.

- April 14, Deadline for Contingent Offers
- April 19, All Hands Meeting
- April 25, 11:00-12:00 MPR

Program Activity

- "Selection Day" detailed plan of action and milestones with roles and responsibilities published.
- "Selection Day" Preparation
- New Hire customized training and preparation conducted.

May 2023

Program Milestone

May 4, 2023: Philadelphia Flag "Signing Day" (Include Senior USN Representative) Philadelphia Convention Center

- May 3, Philadelphia Flag Signing Day Rehearsal
- May 5 – 31: Onboarding & 1st Year Communications Orientation for New Hires by Program Management Team

June 2023

Program Activity

- Conduct detailed Philadelphia Flag After Action Review and Continuous Improvement Process to update the Master Plan and 2023-2025 Plan of Action with Milestones
- Employer On-Boarding Meetings with New Hires.
- Continue new teammate contact and preparation/pre-training.
- Begin Pittsburgh Flag 2022-24 New Hire Tracking

July 2023

Program Milestone

July 18, 2023: Pennsylvania Talent Pipeline Project: Philadelphia Flag 2023 – 2025 New Partner Orientation

Program Activity

- Monthly Employer/New Employee Check-in for retention, engagement, and productivity

August 2023

September 2023

Program Milestone

September 2, 2023: Pennsylvania Talent Pipeline Program: Pittsburgh Flag Employer/CTE Program Matching

October 2023

Program Milestone

October TBD, 2023 Career Fair and Project MFG Welding Competition

November 2023

December 2023

January 2024

Program Milestone

January TBD, 2023 Pennsylvania Talent Pipeline Program: Philadelphia Flag Recruiting Program Review

February 2024

March 2024

April 2024

May 2024

Program Milestone

January TBD, 2024 Pennsylvania Talent Pipeline Program: Philadelphia Flag Signing Day

June 2024