

Rapidly Delivered

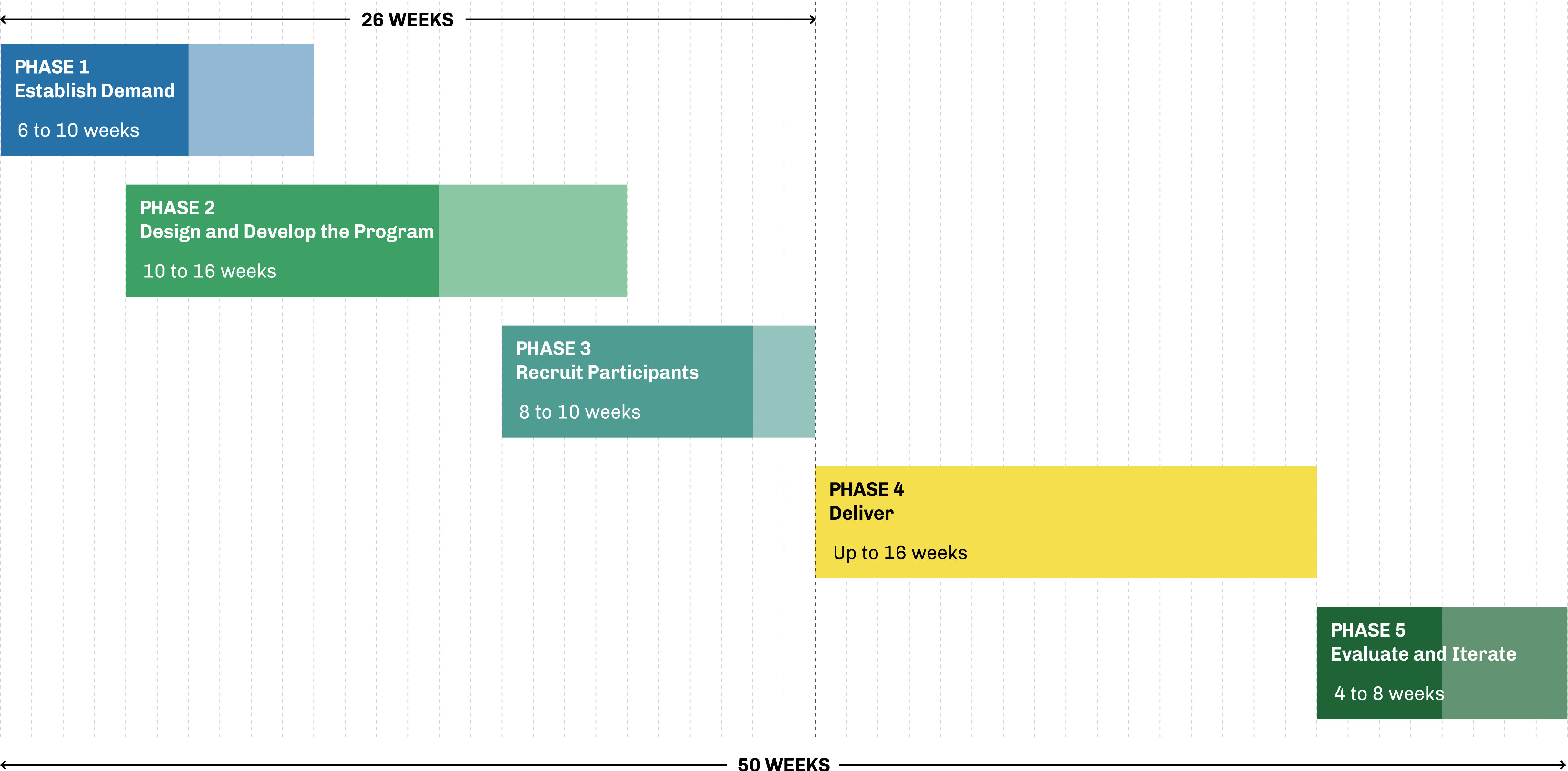
Rapid Design

Upskilling programs should be designed and delivered as quickly as possible, launching **within 6 months** from when funding is received, and delivered in up to **16 weeks**.

Rapid design and delivery ensure programs are responsive to current employer needs, and job seekers can move into new employment quickly.

To design rapidly, program design phases will not always occur linearly. Some will overlap, and others may begin before you fully complete the previous phase once you have the necessary information.

Rapid Design Timeline Overview



Establish Demand

Timeline: 6 to 10 weeks
(concurrent with phase 2)

Activities:

- Conduct desktop reviews to understand landscape of existing infrastructure (member, association employers, supply channels, training providers etc.) and documented talent gaps and sector challenges.
- Identify and establish relationships with employers and industry associations.
- Engage employers in interviews or round tables to understand their challenges, hiring processes, and talent needs.
- Analyze responses to identify how their challenges can be addressed through an upskilling program.
- Confirm job clusters for upskilling programs.



Design and Develop the Program

Timeline: 10 to 16 weeks
(partially overlaps with phase 3)

Activities:

- Re-engage employers to identify program topics, learning requirements, and activities needed to give employers confidence a participant has what they need.
- Consolidate findings and draft program outline that focuses on technical and professional skills. Validate with employers and revise as needed.
- Develop the industry-integrated and experiential learning activities.
- Design the job placement support program and other activities that directly connect employers with participants.
- Find course facilitators and employers to participate in the program.



Recruit Participants

Timeline: 8-10 weeks
(partially overlaps with phase 2)

Activities:

- Based on employer engagement, define your talent pool.
- Develop application process and assessment methods that emphasize potential through transferable skills and candidate alignment with program goals (application form, interview questions, interview rubric).
- Develop recruitment strategies (partnerships, direct targeted advertising) and marketing collateral.
- Open application portal and actively recruit.
- Review applications, interview participants, and send offers.



Deliver

Timeline: Up to 16 weeks

Activities:

- Onboard participants.
- Collect baseline data through intake surveys.
- Deliver technical and professional skills training.
- Deliver job placement support (resume review, application and interview support, networking events).
- Monitor job placement progress and collect post-program outcomes from participants (up to 6 months after program completion).

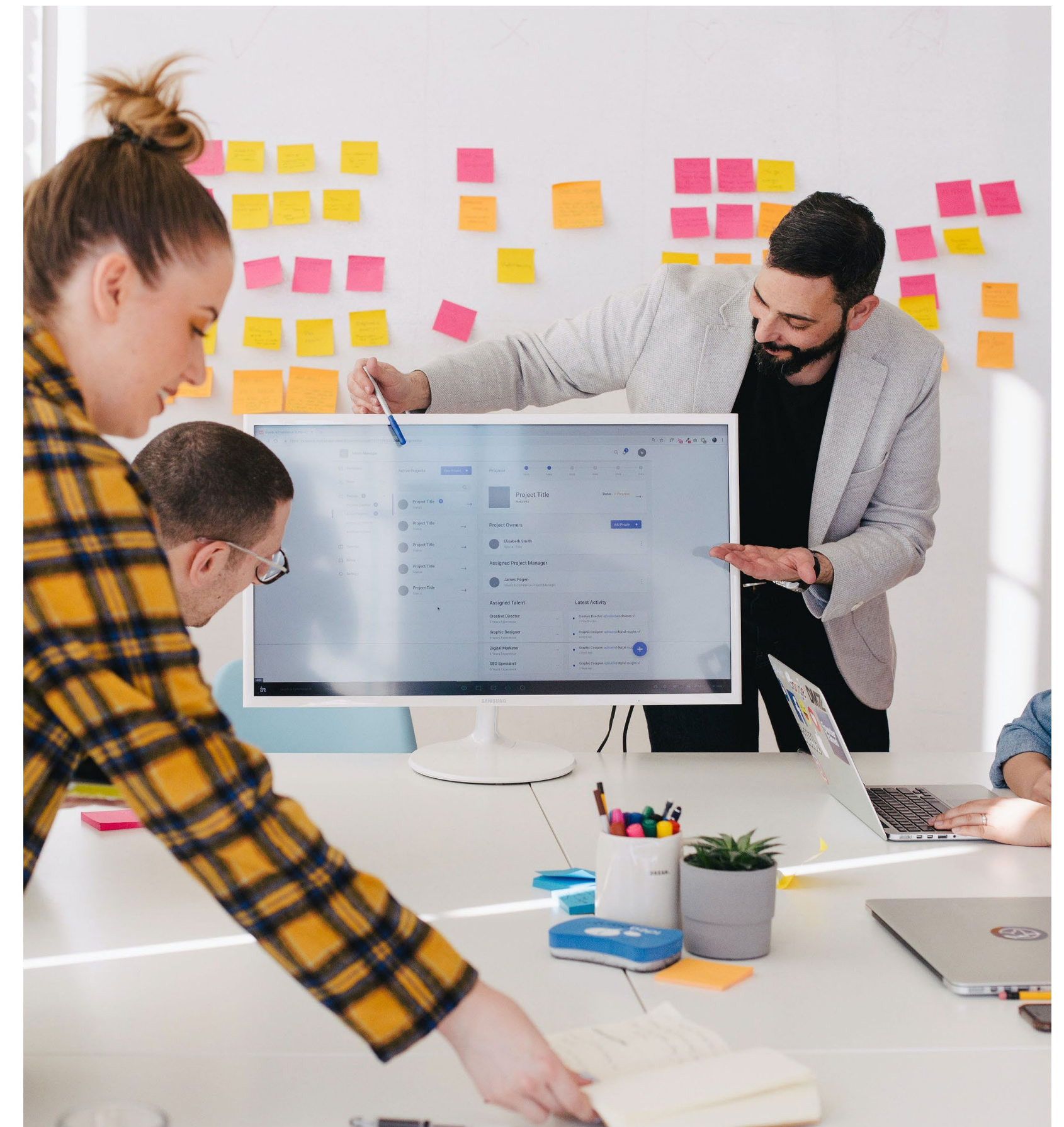


Evaluate and Iterate

Timeline: 4 to 8 weeks

Activities:

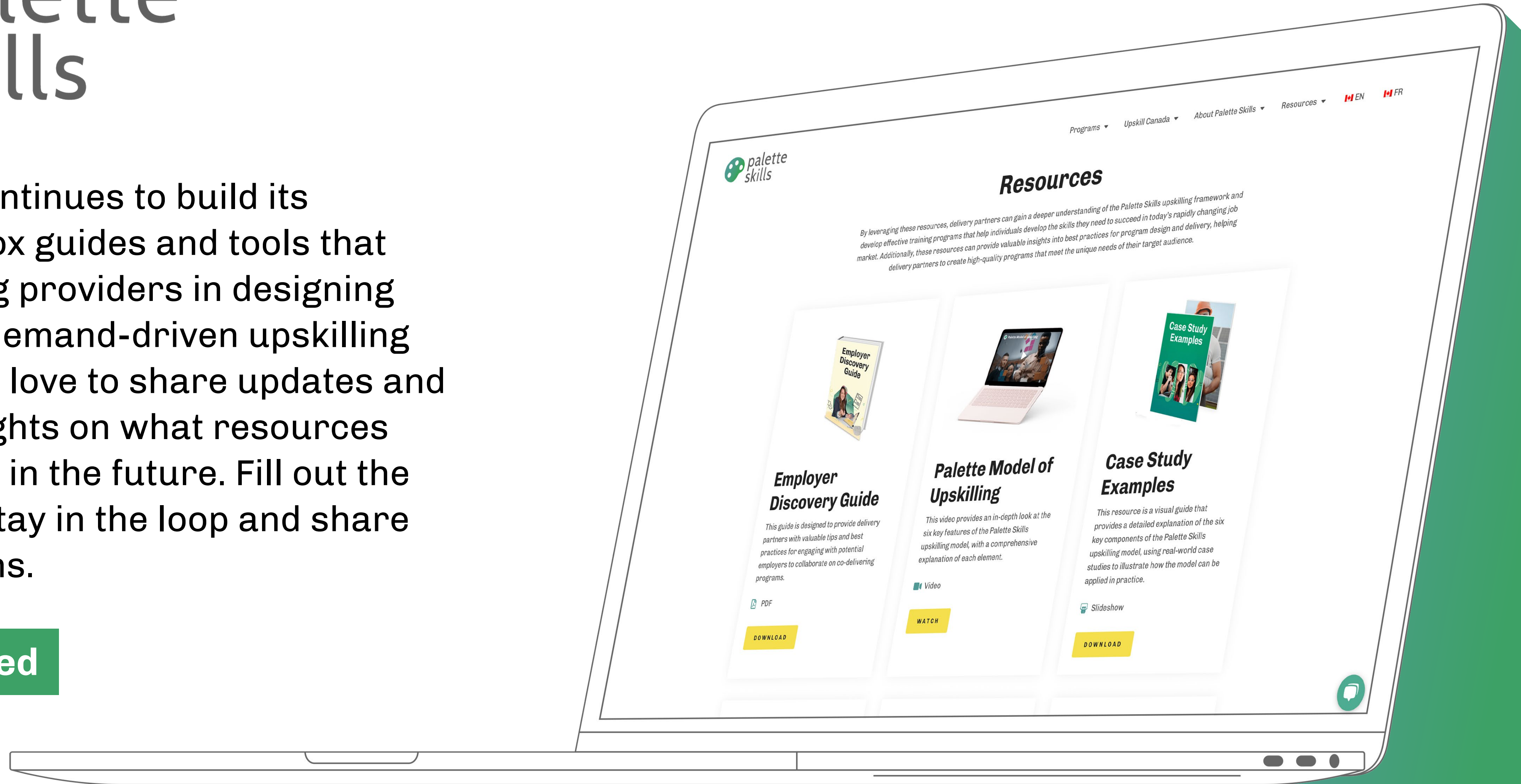
- Collect participant feedback through post-program surveys and interviews.
- Collect employer feedback through post-program surveys and interviews.
- Continue to monitor job placement progress (up to 6 months after program completion).
- Analyze responses against key outcomes and identify common themes.
- Apply findings to the next program cohort.





Palette Skills continues to build its learning sandbox guides and tools that support training providers in designing and delivering demand-driven upskilling programs. We'd love to share updates and hear your thoughts on what resources you'd like to see in the future. Fill out the form below to stay in the loop and share your suggestions.

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