Sustainability Action Plan for ________________________________

This tool will help you listen for key messages during the Virtual Institute

OVERVIEW: TechHire Grantees are encouraged to use this Action Plan to help prioritize and link current activities to your project’s sustainability efforts. This tool can also help identify what might be missing from your current efforts. As you participate in the upcoming TechHire Virtual Institute, you are encouraged to listen carefully for ideas, themes, and examples of how you can leverage your current efforts to make a sustained change in your community. Take a few minutes after each of the workshops to meet with your team to identify key takeaways that apply to your project and identify realistic and meaningful action steps (with deadlines) to help keep your sustainability planning on track.

Our Why
Complete this section with a powerful statement of your “why.” Consider the elevator speech or hook you would use when describing your program to employers or potential funders. What would successful alumni of your program say was transformative about their experience?

Our What
Complete this section with the key service offerings that differentiate your program from others that serve the same population. What makes your program most unique and effective? What would inspire a funder to support your program over others?

Our How
Complete this section with strategic steps you and/or your team identify throughout the Virtual Institute sessions. As you craft your action steps, complete the two columns focused specifically on sustainability-related activities.

Key themes to listen for include: partnership development, data collection and analytics, and employer engagement. Remember, the most effective sustainability activities are woven throughout the life cycle of the grant. You are encouraged to identify current activities that could be modified to have an explicit focus on sustainability as well as the new action steps that you and/or your team should undertake in order to sustain.

This H-1B TechHire Sustainability Action Plan was developed by JFF (Contract DOL-ETA-17-F-00005) and its partner ICF on behalf of the U.S. Department of Labor, Employment and Training Administration.
<table>
<thead>
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<th>Sample</th>
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<tr>
<th><strong>Existing Activities</strong></th>
<th><strong>Action Steps</strong></th>
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</table>
| **What:** Employer Meetings  
**Who:** Stan Lee  
**How to Modify:** Ask about employment forecast  
**Timeline:** Quarterly  
**Anticipated Outcome(s):** Competitive advantage for job placement | **What:** Meet with local partner  
**Who:** Barb Angler  
**Resources:** Contacts & marketing collateral  
**Timeline:** By March 1, 2018  
**Anticipated Outcome(s):** Secure partners for future opportunities & referral relationships |

| Consider...  
Employer Engagement |
|---|

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| Leveraging or  
Developing Partners |
|---|

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**Who:** Leveraging or Developing Partners  
**How to Modify:**  
**Timeline:**  
**Anticipated Outcome(s):** | **What:**  
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### Research and Analytics

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### Resources

If you need extra help with this action plan or other elements of sustainability, here are some resources to consider:

- The handouts from the Virtual Institute at [https://h1btechhire.workforcegps.org/events/2018/01/25/20/17/TechHire_2018_Sustainability_Virtual_Institute](https://h1btechhire.workforcegps.org/events/2018/01/25/20/17/TechHire_2018_Sustainability_Virtual_Institute)
- The handouts from the July 2017 Grantee Convening at [https://h1btechhire.workforcegps.org/-/media/WorkforceGPS/H1BTechHire/files/2017Convening/Plenary-Sessions/Plenary_Sustainability_Handouts_v2.ashx](https://h1btechhire.workforcegps.org/-/media/WorkforceGPS/H1BTechHire/files/2017Convening/Plenary-Sessions/Plenary_Sustainability_Handouts_v2.ashx)
- The TAACCCT Sustainability Toolkit at [https://strategies.workforcegps.org/resources/2017/06/05/20/23/TAACCCT-Sustainability-Toolkit](https://strategies.workforcegps.org/resources/2017/06/05/20/23/TAACCCT-Sustainability-Toolkit)
- Simon Sinek Ted Talk at [https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action](https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action)
- Your TechHire TA coach
Remember: You can think of the Golden Circle as a series of three “P’s”...

What: the PROOF, the operations that enliven the why

How: the PROCESS or the PRINCIPLES behind your services/organization

Why: the PURPOSE, the driving force of your services/organization