Instructions: Regional Action Committee Tactical Plan Development 2025

Background:

Each priority industry in the Western region has received its own tactical work plan within the provided draft document. Each details the tactics, resources, timelines, and contributors necessary to achieve the 2- and 5-year goals developed by industry, education, and workforce development leaders.

By documenting concrete steps for each industry, the tactical workforce plans provide regional leaders with tools to organize, prioritize, and advance efforts to meet the talent demands of today and tomorrow. More than just a response to current challenges, the plans represent a strategic investment in long-term regional competitiveness and economic resilience.

Instructions for Plan Review:

The tactical work plans serve as a starting point for each RAC to review and update, reflecting a plan that they are committed to implementing. Each element in the work plan can be edited as needed, as long as there is continued alignment with the goals and desired outcomes reviewed and approved by attendees.

- Tactics — Generally, tactics are listed in the order in which they were presented during the goal development phase. Their order does not represent recommended chronology or sequencing.
  - *Framing for Business Partners*: Ensure your plan includes tactics industry can support and champion during implementation. Feel free to add additional tactics to ensure this is clear.
- Project Outcomes - These were drafted with context gathered during summit activities. Edit these as it makes sense to the committee.
  - *Framing for Business Partners*: Consider re-framing the draft projected outcomes as Key Performance Indicators (KPIs) and underscoring the expected Return on Investment (ROI).
- Timeline—These fields have been left open for each team to assign desired dates. Teams are encouraged to reach the level of specificity that feels right at this planning stage.
  - *Framing for Business Partners*: Demonstrate commitment by including key milestones and actual dates whenever possible.
- Resources — As owners and monitors of the plan, the Regional Action Committee and local workforce boards are constant resources for each tactic, but may not be repeated in each field. Feel free to adjust as you'd like represented in your plan.
- Responsibilities—Committees are asked to identify, at minimum, the organization(s) that will be accountable for completing each tactic. The other information in this column presents the roles likely needed to drive, operationalize, and sustain each tactic. Regional Action Committees can use

this information to consider specific partners and contributors to engage, and have the opportunity to update the column with additional specificity.
- Complete the Regional Implementation Snapshot
  - o Local workforce development boards responsible for implementation should complete this questionnaire. Input from this form will be used to publish a Regional Implementation Snapshot, which will be published alongside the Tactical Workforce Plans. The purpose of this snapshot is to promote greater awareness of the Local Workforce Development Board and Board members who will be responsible for the implementation of the Tactical Workforce Plan and priorities of the Local Board. The Snapshot will also include an overview of who is serving on the Regional Action Committee and how the Committee will engage with additional employers and others in the region to ensure shared awareness of the plan and collaborative implementation. Finally, the Snapshot will include details on existing sector partnerships and other regional assets that will be leveraged to implement the plan.

Supportive Resources Developed and Identified Throughout Summit Activities:

When you received your draft tactical plan for review, you were provided with a link to a folder that includes many resources developed throughout this process. The folder includes the following supportive content:

- **Regional Landscape Analysis**
  Provides data points related to each industry, including:
  - ○ Largest occupation types within the industry scope
  - ○ Largest industries within that industry scope
  - ○ Related/potentially related postsecondary programs
  - ○ Related/potentially related secondary programs
  - ○ Related/potentially related apprenticeship programs

- **Summit Outcomes Reports**
  Provides key themes from Summit activities, including prework and industry breakout decision points; the content includes:
  - ○ Priority occupations with related challenges to hiring, risks to the industry and community if not addressed, opportunities to address hiring challenges, related resources
  - ○ Industry-led vision for 2- and 5-year goals
    - ■ *Reminder: Following the summit, goals were drafted based on this vision and sent to attendees for review and feedback. The final goals are represented in the tactical plan.*

- **Directory of Potential Contributors**
  - ○ Information gathered from the summit prework and event participants, identifying those interested in supporting plan implementation.

- ○ Employers did not share contact information broadly, but for summit-related activities, <mark>please do not add contacts you do not already have to a CRM or use them for other purposes.</mark>

- **Summit Registration List**
  - ○ This resource lists all who registered for the summit. The list can be used for messaging related to summit outcomes. Employers did not share contact information broadly, but for summit-related activities, <mark>please do not add contacts you do not already have to a CRM or use them for other purposes.</mark>