

STEP 10: REPORT FINDINGS AND RECOMMEND ACTION STEPS

TASK FORCE REPORT TEMPLATE

Task Force Name _____

Chair _____

Co-Chair _____

Major Findings _____

Recommended Action Steps _____

Date _____ Chair Signature _____

Task Force Report Template

Example

Task Force Name: Worker Credentialing/Certification

Chair: Jane Smith

Co-chair: John Doe

Major Findings _____

1. Interviews with representatives of several of the states that have implemented career readiness programs indicate widespread satisfaction with and support for the programs.
2. Programs generally contain similar key ingredients with some adaptations to individual state and local characteristics.
3. There are funding sources for such initiatives within existing state monies.
4. etc.

Recommended Action Steps:

1. Continue and expand Worker Credentialing/Certification Task Force to develop a comprehensive, integrated Career Readiness Certification Implementation Plan modeled on Utah's program by September 30, 2008.
2. Identify funding sources utilizing adult education, secondary, postsecondary and WIA sources.
3. Ask governor to act as champion/spokesperson of program.
4. etc.