

HOW TO

Plan for External Provider Partnerships



Once you have assessed your members' needs, use these planning tools to identify and assess potential training and education partners along with supportive service providers to address common member participation challenges.

Potential Training & Education Partners Worksheet

Below are types of educational providers that typically offer training and education programs. In each category, list the names of potential providers in your region along with any points of contact your union may already have with the provider.

Community Colleges	
Adult Education Providers	
American Job Centers	
Other	



TIP: Check these sources for help identifying training and education providers in your area:

- ☐ National Literacy Directory (<https://www.nld.org/>)
- ☐ Your state's Eligible Training Provider List (ETPL) (usually housed on the state labor department website)
- ☐ American Job Centers (AJCs)

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Training & Education Partnership Assessment Form

Select a few of the most promising providers from your training and education worksheet to consider for an initial partnership. Then, use the form below to help you assess which partnership is most aligned with your members' training and education needs. Highlight answers aligning well with member needs to help you rank the partnership potential.

	Potential Partner 1:	Potential Partner 2:	Potential Partner 3:
Guiding Questions			
Do they serve adults? If not, disqualify this potential partner.			
Which subjects do they offer? Explore their website. Are any programs related to foundational skills subjects matching your member assessment findings?			
Where are they located? Is it accessible to members? Consider members' transportation and access needs (e.g., public transit options, parking, ADA compliance).			
Do they provide classes offsite or online? Ask about options for delivering instruction outside of their primary location, including at your union facilities.			
Who are their current partners? Consider connections related to workers. Look for any unions, allied or union-friendly partner organizations, as well as unfriendly organizations.			
Are there any connections with our union? Include informal contacts, involvement from our membership or relationship history between our organizations. Explore staff and leadership directories on their website.			
Do they offer any financial support? Are classes free or offered on a sliding fee scale based on income? Do they offer scholarships?			
Do they offer wrap-around services? Consider the participation challenges from your member assessment. Do they offer services to address those needs either directly or through one of their partners?			
Partnership Potential Rank			

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Potential Supportive Service Partners Worksheet

Use this worksheet to match the supportive services your members need to effectively participate in training opportunities with potential service providers. We suggest listing the top three (3) challenges/barriers your members identified in your needs assessment. For each, identify up to three (3) potential service providers in your region along with any points of contact your union may already have with the provider. If your union has existing resources or programming to address a participation challenge, highlight it in the Provider 1 column.

Challenge/Barrier	Provider 1	Provider 2	Provider 3
#1			
#2			
#3			



TIP: Check these sources for help identifying supportive service providers in your area:

- ☐ Your education and training partner's external student resource lists
- ☐ [American Job Center Finder](#) (use the link to search the nearly 2,300 AJCs nationwide by city or zip code) or call 1-877-US-2JOBS