## Establishing an IET Team:

Many hands make light work. To develop and implement an IET program is no easy task. Providers of IET are encouraged to form a local IET team as they design, develop, implement, and maintain IET programs. Consider who should be included on your IET development team. Think about your IET needs and potential team member’s skills, knowledge, and resources to support your IET.

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| **Team Member** | **Organization** | **Skills/Knowledge/Resources to support IET** | **Contact Information** |
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## IET Goals:

IET should be developed with learner, program, and partner goals in mind. These goals help to inform the design of an IET and are also useful to revisit when evaluating if an IET program has been successful. The SMART goal methodology is helpful when crafting learner, program, and partner goals. Review the following goals and determine what type of goal they are and also how they connect to the SMART goal methodology.

Types of Goals:

* Learner goals are for the target population and describe expected successful workforce development outcomes
* Program goals support learners and describe the overall desired outcomes of the program
* Partner goals focus on engagement or outcomes important to partners, especially employers

SMART Goal Methodology:

* Specific – What is the outcome you expect? How will it be accomplished?
* Measurable – How will you know if you have accomplished it?
* Attainable – Is the goal realistic given your capacity and constraints?
* Relevant – How does it meet the identified need(s)?
* Time-based – When will the goal be achieved?

Example #1: Upon completion of the IET program, (1) 60% of participants obtain a high school equivalency (2) 90% of participants increase an educational functioning level (3) 60% of English learners transition out of English as a Second Language classes.

Example #2: Within 6 months, build an onramp for at least 10 adult education level 4 and 5 learners to enter a career pathway that results in employment with average wages of $35,000/per.

Example #3: In the second quarter after completion of the IET, (1) 95% of participants who received SNAP no longer need it (2) 65% of participants continue to a two-year college from our CBO (3) 70% find employment in a related occupation.