

BUILD YOUR TALENT PIPELINE

WORK-BASED LEARNING GUIDE



**OKLAHOMA
WORKS.**

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Dear Oklahoma Employers,

Many Oklahoma business leaders and employers are facing structural skills challenges within their workplaces. These challenges include a gap between the skills the labor market offers and the skills employers want, an aging workforce, and “soft skills” deficits. To address these issues, employers throughout the state and the nation are embracing work-based learning opportunities, like apprenticeship and internship, as a solution for creating a skilled, cost-effective, and sustainable talent pipeline.

The Oklahoma Office of Workforce Development (OOWD) works directly with Oklahoma employers to identify business needs and build a customized, high-quality work-based learning program so that employers can develop their own ideal workforce. We encourage you to join Oklahoma’s Work-Based Learning Program to become a part of a state network of employers who are utilizing work-based learning to grow their own talent. Membership in the Work-Based Learning Program provides you with technical and recruitment assistance from OOWD, work-based learning webinars and learning opportunities, and access to program standards for internships developed by industry leaders for specific occupations.

The information provided in this employer guide is intended to allow you to explore work-based learning, consider which type might be the right fit for your workforce needs, and discover how to get started on your journey of becoming an Oklahoma Work-Based Learning program sponsor.

The Oklahoma Office of Workforce Development is committed to assisting you through every stage of creating your program. Please contact us to get started or with any questions you may have. We look forward to working with you to create solutions that are tailored to your specific needs.

Sincerely,
The Work-Based Learning Team
Oklahoma Office of Workforce Development

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WORK-BASED LEARNING

Work-based learning (WBL) expands academic and technical learning and accelerates advancement along career pathways. WBL develops readiness for work as well as knowledge and skills that support entry or advancement in a particular career field. Employers can use work-based learning opportunities like apprenticeships and internships to attract new talent, fill vacancies in areas where skill gaps have made hiring difficult, and build a specialized talent pipeline to sustain future workforce needs.

OKLAHOMA'S WORK-BASED LEARNING CONTINUUM

Work-based learning is a continuum of activities that occur, in part or in a whole, in the workplace, providing the learner with hands-on, real world experience.



Career Awareness
helps individuals build awareness of the variety of careers available.

- Workplace Tours
- Guest Speakers
- Career Fairs
- Field Trips

Career Exploration
provides individuals with experiences that help inform career decisions.

- Job Shadowing
- Career Research
- Informational Interviews
- Career Interest Assessment
- Mentoring

Career Preparation
Supports career readiness and includes extended direct interaction with professionals from industry and the community.

- Clinical Experiences
- Credit-for-Work-Experiences
- Internships
- Pre-Apprenticeship
- Project-Based Learning
- Service-Learning

Career Training
Occurs at a work site and prepares individuals for employment.

- Apprenticeship
- On-the-Job-Training
- Employee

OUTCOMES:
Skilled Talent for Business
+
Meaningful Careers for Students & Job Seekers

HIGH QUALITY WBL FRAMEWORK

Clear work-based learning partnership agreement

Authentic work experience component

Structured learning component

Culminating assessment and recognition of skills

As the continuum demonstrates, work-based learning encompasses a wide array of learning experiences. These experiences can help introduce youth to your industry, bring new workers into your talent pipeline, and upskill incumbent workers by providing specialized training that will prepare them for new roles or responsibilities.

LEARNING ABOUT WORK

Job Shadow

Job shadow experiences allow students to explore a specific career of interest by observing an experienced employee performing their typical work duties in a real-world work environment. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Job shadowing typically includes a partnership between a business and education/training institution and provides relevant career information to assist students in making career choices. Individuals gain first-hand knowledge about the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A job-shadowing experience can range from a few hours, to a day, to a week or more.

LEARNING THROUGH WORK

Internship

Internship is a position for a student or trainee to work in an organization for a limited duration, sometimes without pay, to gain work experience, and potentially satisfy requirements for a credential, and/or course credit if enrolled in an academic institution. An internship may be arranged within the private for-profit sector, the non-profit sector, or the public sector.

We encourage employers who provide internship opportunities to join Oklahoma's Work-Based Learning Program, which was established through Senate Bill 1171 and officially began on July 1, 2018. The Work-Based Learning Program aims to support rigorous, high-quality, work opportunities in Oklahoma so that employers are able to find the best talent to meet their needs and job-seekers are able to engage in a meaningful learning experience.

Employers that register their internship programs through the Office of the Secretary of State receive technical assistance from OOWD and partners in addition to assistance with recruitment, marketing, program development, and partnership with educational institutions. By signing up, employers can also align their program with standards that have been developed by industry leaders for various occupations.

To register work-based learning opportunities, visit the Oklahoma Secretary of State website at: <https://www.sos.ok.gov/>. For more information about online registration, see **page 7**.

LEARNING AT WORK

Apprenticeship

An apprenticeship is a highly formal job training experience that involves studying with a master of the trade or experienced mentor on the job. An apprenticeship program that is not registered with the U.S. Department of Labor is not regulated by a state or federal agency. Since unregistered apprenticeships are not monitored, there is no verification of the quality. Apprentices who complete an unregistered apprenticeship do not earn a nationally recognized credential from the Department of Labor. We encourage non-U.S. DOL apprenticeships to join Oklahoma's Work-Based Learning Program by signing up at Office of Secretary of State website at <https://www.sos.ok.gov/>. By signing up, these apprenticeship programs can receive technical and recruitment assistance from OOWD.

Registered Apprenticeship

Registered Apprenticeships refer to those programs which are registered with the U.S. Department of Labor (DOL). U.S. DOL Registered Apprenticeships are automatically considered part of Oklahoma's Work-Based Learning Program and do not need to sign up on the Oklahoma Secretary of State's website. Registered Apprenticeship programs include a written plan designed to move an apprentice from a low or no skill

entry-level position to full occupational proficiency. Registered Apprenticeship is an employer-driven, “earn while you learn” model that combines on-the-job training with related technical instruction, resulting in an industry-recognized national certification upon completion.

Apprenticeships are full-time, paid positions that provide specialized training in specific occupational skills. Apprentices receive on-the-job training (OJT) from an experienced mentor at the job site that is supplemented by related technical instruction.

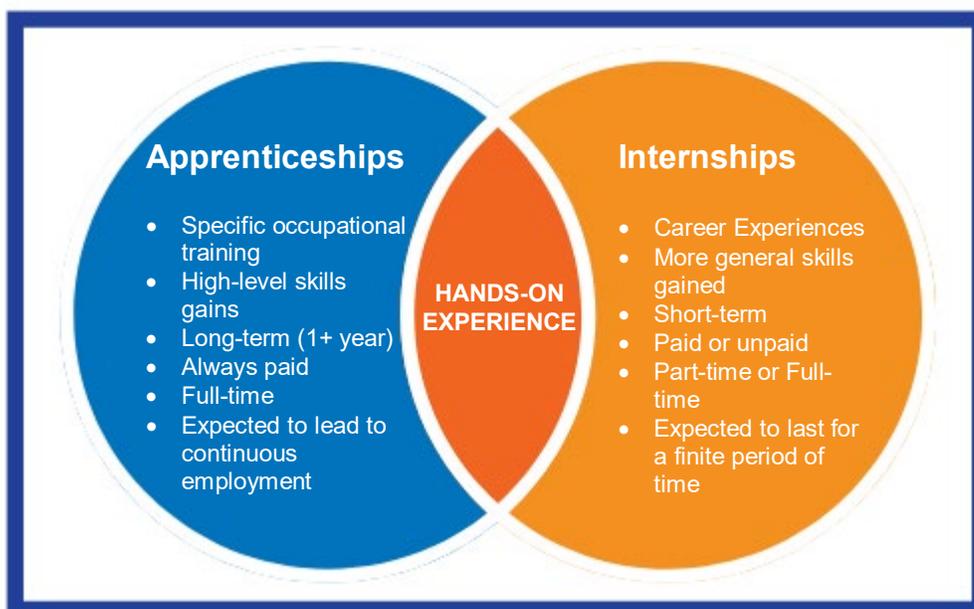
Registered Apprenticeships offer over **1,300 OCCUPATIONS** in diverse global industries including:

- Advanced Manufacturing
- Aerospace and Defense
- Agriculture and Biosciences
- Construction
- Creative Industries
- Education
- Energy
- Healthcare
- Information and Financial Services
- Transportation and Distribution

OOWD employs staff who are trained to help employers design Registered Apprenticeship Programs that meet their specific needs. Our staff will assist employers through every step of the registration process and works closely with U.S. DOL to ensure that programs align with national standards.

APPRENTICESHIP VS. INTERNSHIP

Apprenticeships and internships are both forms of work-based learning that provide hands-on learning experiences for participants. However, these types of learnerships differ in terms of purpose, length of time, levels of responsibility and more. See the diagram below to better understand these two types of work-based learning:

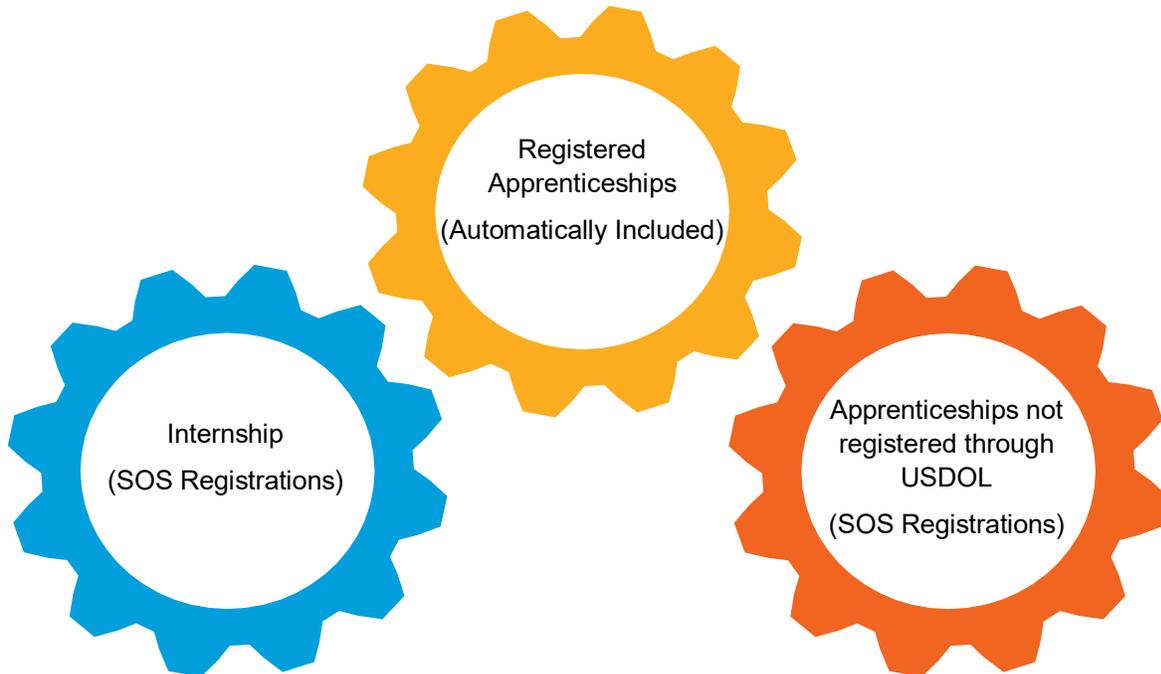


PROGRAM REGISTRATION

The Oklahoma Office of Workforce Development (OOWD) encourages employers who are sponsoring internships and apprenticeships to sign up with Oklahoma's Work-Based Learning Program. U.S. DOL Registered Apprenticeship program sponsors are automatically considered a part of the program because they undergo a registration and tracking process with U.S. DOL and as a result, do not need to register again at the state level. Employers who sponsor apprenticeships that are not linked with U.S. DOL or employers who sponsor internships can sign up to join Oklahoma's Work-Based Learning program through the Oklahoma Secretary of State's website.

OKLAHOMA WORK-BASED LEARNING PROGRAM

Types of Work-Based Learning Opportunities



OOWD staff will be happy to assist you with the development of your opportunities and can help walk you through the process of registering your program through U.S. DOL and the Oklahoma Secretary of State's website at <http://www.sos.ok.gov>.

BENEFITS OF PARTICIPATING IN THE OKLAHOMA WORK-BASED LEARNING PROGRAM

As a registered work-based learning employer you will:

- Receive technical assistance from the Oklahoma Works/Office of Workforce Development team to create and maintain quality, rigorous work-based learning programs.
- Gain access to industry-developed standards for work-based learning in particular occupations.
- Increased applicant pool and competition through promotion of work-based learning opportunities on OKJobMatch.
- Participate in training events designed for work-based learning mentors.
- Participate in recruitment events.
- As a member of the state work-based learning network, engage with other program sponsors to develop industry partnerships and share best practices.

Additionally, apprenticeship registration through U.S. DOL:

- Gain access to a nationwide network of expertise, customer service, and support at no charge.
- Registration means the program has met national and independent standards for quality and rigor and tells prospective employees, customers, and suppliers that the business invests in its workforce and believes employees are its most important asset.
- Businesses and apprentices can access funding and other resources from many federal programs to help support their Apprenticeship programs.

Online Registration

To register a work-based learning opportunity, visit the Oklahoma Secretary of State website at: <http://www.sos.ok.gov>. Employers will be required to provide the following information:

- Job description
- Number of hours/length of program opportunity Occupations (SOC codes)
- Academic credit awarded
- Performance evaluation criteria
- Demographic data

New Registration: \$50.00

Annual Certificate: \$25.00



DESIGNING A QUALITY INTERNSHIP PROGRAM

Internships should provide a rigorous on-the-job learning experience for participants. A well-designed program not only benefits the intern, but also adds value to you as an employer.

Below are 5 features of a quality internship program:

- 1 Skills and/or knowledge gained are transferable to other employment settings.
- 2 There is a defined beginning and end, plus job description and desired qualifications.
- 3 Supervision is provided by a professional with expertise and educational and/or professional background in the field of the experience.
- 4 Feedback is routinely given by the experienced supervisor.
- 5 Resources, equipment, and facilities are provided by the employer to support learning objectives/goals.

MORE ON INTERNSHIP

In addition to the broad features listed above, on the next page you will find more detailed standards for quality internships. These standards have been vetted by the Oklahoma Governor's Council. The Governor's Council is composed of business leaders appointed to the Council who represent Oklahoma's diverse geography, who are from rural and urban areas, and who represent our state's major industry economic drivers. The mission of the Council is to assist the Governor in the development, recommendation and implementation of wealth generating policies and programs within the workforce system.

Standards and Expectations for High-Quality Internships

STANDARDS AND EXPECTATIONS FOR HIGH-QUALITY INTERNSHIPS

Internship: A position for a student or trainee to work in an organization for a limited duration, sometimes without pay, to gain work experience, satisfy requirements for a credential, and/or gain course credit.

<p>Outcomes:</p>	<ul style="list-style-type: none"> • Intern earns wages and/or academic credit and/or industry credential • Intern demonstrates knowledge of occupation and industry • Intern demonstrates knowledge and capacity for networking and professional culture • Intern demonstrates growth in industry knowledge, technical skills, and essential skills according to assessments, reflections, portfolios, and/or employer evaluations • Intern and employer have positive experience according to feedback and evaluations
<p>Intermediary organization (schools and post-secondary institutions, LWDBs, non-profits/community-based organizations, other):</p>	<ul style="list-style-type: none"> • Work with employers to identify needed skills and develop job descriptions outlining relevant, rigorous, and age-appropriate tasks and projects which allow participant to practice a variety of professional, academic, and technical skills • Ensure intern preparation with regard to employability skills and required technical skills; if applicable, deliver pre-internship curriculum and/or internship orientation to prepare interns • Screen applicants and facilitate interviews and placements • Support supervisors and interns during internship as primary point of contact • Conduct a minimum of one check-in call to ensure quality and appropriateness of placement • Establish and make interns aware of clear process and protocol for intervention in the case of a conflict or issue • Develop and ensure completion of supervisor and intern evaluations • Manage payroll and liability logistics (if applicable) • Award academic credit to student* • Intentionally connect internship to career pathways, Individualized Career Academic Plan (ICAP), and/or academic curriculum for interns enrolled in K-12 or post-secondary educational institutions*
<p>Employer Expectations:</p>	<ul style="list-style-type: none"> • Recruit internship supervisors and mentors • With assistance from intermediaries, develop clear job description outlining relevant, rigorous, and age-appropriate tasks and projects which allow interns to practice a variety of professional, academic, and technical skills • Verify that internship meets all safety regulations and labor laws • Help interview and select interns • Supervisor on-boards interns and meets regularly with interns to provide feedback and assess progress • Supervisor completes evaluations tied to measurable outcomes and skills outlined in the job description to evaluate intern performance and progress • Provide intern access to a professional mentor to guide him/her in career goals • Integrate intern into company teams and facilitate regular engagement with employees* • Provide opportunities for intern to have ownership of distinct projects in addition to day to day work* • Pay wages to intern*
<p>Intern Expectations:</p>	<ul style="list-style-type: none"> • Successfully complete application and/or work readiness training prior to internship • Demonstrate competency in employability skills, such as arriving to work on time, dressing and communicating professionally, adhering to deadlines, etc. • Reflect on experience and learning in ICAP, where relevant • Complete internship evaluation

*Starred standards are encouraged but not required.

MORE ON REGISTERED APPRENTICESHIP

Registered Apprenticeship (RA) is a structured education and training program that takes place in the workplace and includes formal on-the-job (OJT) training and classroom-based, related technical instruction (RTI). An apprentice is a full-time, paid employee of the sponsoring organization from the start of the program. For each year of the apprenticeship, the apprentice will normally receive 2,000 hours of on-the-job training and a recommended minimum of 144 hours of related classroom instruction. Apprenticeships are typically one to six years in length, with a national average of four years.

An apprenticeship is not an internship, nor is it a short-term training program. Apprentices work full-time and are paid a wage that is subject to minimum wage regulations, but may begin below that of an incumbent worker. As the apprentice hits milestones, such as completing a certain number of program hours or demonstrating job competencies, his or her wages increase according to the agreement signed by the employer and the apprentice at the beginning of the program.

- 1 The apprentice is a full-time, benefit-receiving, paid employee of the sponsoring organization.
- 2 The apprenticeship program includes at least 2,000 hours of on-the-job (OJT) and 144 hours of related technical instruction (RTI) per year. RTI may be provided by an educational provider or the employer and can take place at a school, online, or at the job site.
- 3 The apprentice receives hands-on training from an experienced mentor at the job site. On-the-job training must be structured, planned, and coordinated. It cannot simply be a job-shadowing experience or a short-term employee induction program.
- 4 The apprentice must be paid at least minimum wage, with wages progressing as the apprentice moves through the program.

BENEFITS OF REGISTERED APPRENTICESHIP

Registered Apprenticeship is an effective way for businesses to create a pipeline of well-qualified, highly trained workers by engaging directly in their preparation, education, and training. Unlike traditional post-secondary education programs that are designed to prepare students for any number of careers and generally focus more on theory than practice, apprenticeship is designed by and for the employer, and is highly specialized to meet the unique needs of a specific job.

Because apprentices learn primarily in the workplace, they are trained using the same state-of-the-art equipment that they will use on the job. They will also be instructed and mentored by skilled workers who have done the job the apprentice is training to do and who will ensure that apprentices are oriented to workplace norms and expectations. Those who complete a registered apprenticeship receive a credential that is nationally recognized as a mark of distinction.

Employers that utilize apprenticeship within their organization generally report the following benefits:

- Filling vacancies that otherwise couldn't be filled due to skills gaps among available workers
- Attracting a broader range of candidates and diversifying the workforce
- Improving employee morale and loyalty—thus reducing turnover
- Ensuring that workers are trained to the employer's standards using the employer's equipment and protocols
- Shortening the amount of time before new employees are productive
- Decreasing error and accident rates
- Ensuring that the knowledge and experience of aging workers is transferred to the next generation of workers

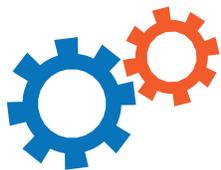
APPRENTICESHIP RETURN ON INVESTMENT

Registered Apprenticeship (RA) programs provide a practical solution to prepare a skilled workforce. Apprenticeships can be customized to meet the needs of any company. Employers benefit from **reduced turnover costs** and **increased employee loyalty**, while apprentices start an immediate career path and **earn a living while they learn**.

For every dollar spent on an apprenticeship, employers get back an average of



- ✓ Fill vacancies that otherwise couldn't be filled due to skills gap among available workers
- ✓ Attract a broader range of candidates and diversify workforce
- ✓ Ensure that workers are trained to employer standards using employer equipment and protocols
- ✓ Shorten the amount of time before new employees are productive



On-the-job learning and job-specific training lead to
INCREASED PRODUCTIVITY

Apprenticeship programs provide a stable and predictable method for

DEVELOPING QUALIFIED WORKERS



**SAFETY
TRAINING**

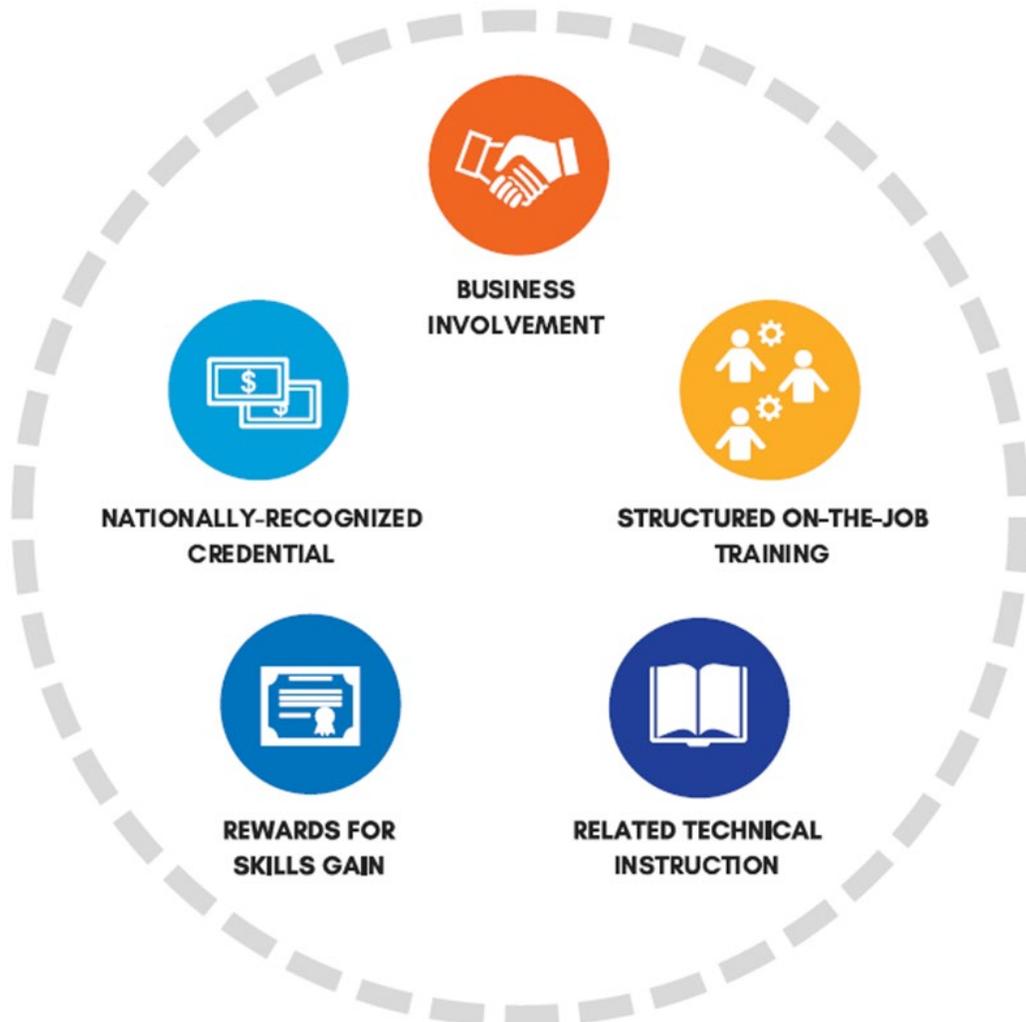
Decreases error and
accident rates

Assigned mentors and
experienced trainers drive

**KNOWLEDGE
TRANSFER**



PROGRAM COMPONENTS OF REGISTERED APPRENTICESHIP



Business Involvement

Employers are the foundation of every apprenticeship program. They play an active role in building the program and remain involved every step of the way. Employers can even manage apprenticeship programs together through apprenticeship councils, industry associations, or other partnerships to share the administrative tasks and costs involved in maintaining apprenticeship program.



Stamping & Fabrication



Structured On-the-Job Training

Apprenticeships always include an on-the-job training (OJT) component. Apprentices receive hands-on training from an experienced mentor at the job site. OJT focuses on the skills and knowledge an apprentice must learn during the program to be fully proficient on the job. This training is based on national industry standards, customized to the needs of the particular employer.

Related Technical Instruction

One of the unique aspects of apprenticeships is that they combine on-the-job training with related technical instruction. Education partners collaborate with business to develop the curriculum, which often incorporates established national-level skill standards. The related instruction may be provided by community colleges, technical schools, or apprenticeship training schools – or by the business itself. It can be delivered at a school, online, or at the job site.

Rewards for Skill Gains

Apprentices receive wages when they begin work and receive pay increases as they meet benchmarks for skill attainment. This helps reward and motivate apprentices as they advance through their training.



National Occupational Credential

Every graduate of a Registered Apprenticeship program receives a nationally-recognized credential. This is a portable credential that signifies to employers that apprentices are fully qualified for the job.

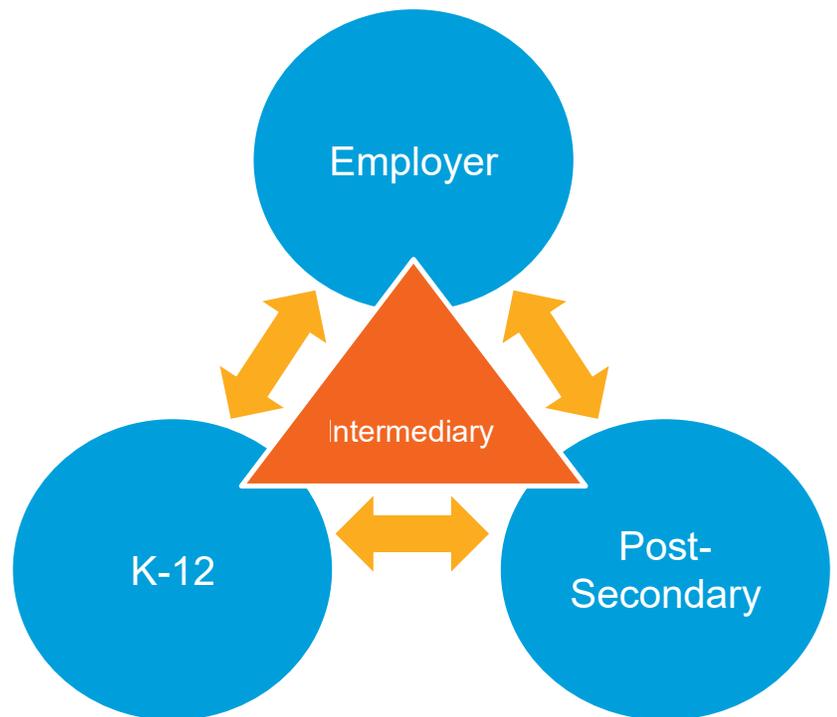
YOUTH APPRENTICESHIP

What is a youth apprenticeship?

Youth Apprenticeship is an evolving concept in the U.S. with no single, legal definition. Generally, a youth apprenticeship program meets the same four criteria of a Registered Apprenticeship program, but is designed specifically for apprentices that are enrolled as high school students at the start of the program. Because these programs involve high school students, youth apprenticeship programs typically function as a partnership across employers, high schools, and postsecondary institutions. Youth Apprenticeship is a cost-effective option due to the tuition-free programs offered to high school students at CareerTech institutions. Recruiting youth early in the talent pipeline will allow for students to gain communication, problem-solving, and teamwork skills. This facilitates a healthy transition into society and the Oklahoma workforce.

How do youth programs function?

- 1 Employers work with education partners to identify skills requirements, build training plans, and deliver paid on-the-job training.
- 2 High schools enable student participation, on-the-job learning, and postsecondary related instruction, while helping students meet graduation requirements.
- 3 Postsecondary institutions deliver related instruction and assess learning that leads to postsecondary credit and credential attainment.
- 4 An intermediary can help coordinate the activity of key partners to support employers and the success of apprentices.



Pathway to Apprenticeship



- 1 Explore**
 Contact OOWD to get started on the pathway to apprenticeship. Discover different types of programs and how they can be customized to your needs.
- 2 Plan**
 Form your internal program team, typically including a decision maker, project lead and HR representative. Gather existing internal training plans and create an apprenticeship job description.
- 3 Connect**
 Work with OOWD staff who can help you execute your plan, identify resources and coach you to the finish line.
- 4 Partner**
 Link up with local or national training providers. Expand your existing education relationships or foster new partnerships.

- 5 Build**
 Identify your wage scale, clarify work processes, and develop related training curriculum. Outline recruitment and selection plans to hire new apprentices.
- 6 Register**
 Work with OOWD to complete the apprenticeship standards template and submit to USDOL for program approval.
- 7 LAUNCH!**
 Utilize state and federal resources to start recruiting and hiring apprentices. Begin to see a return on your investment!

GETTING STARTED

The Pathway to Apprenticeship provides a general overview of how to apply, register, and launch a Registered Apprenticeship program. Here are seven additional decisions you can consider to jump-start your apprenticeship registration.



SAMPLE JOB DESCRIPTION

- Find existing or create a job description for a fully-skilled worker in the occupation



DEFINE WAGE SCALE

- Full-performance level wage
- Entering wage for new apprentices
- Benchmarks for increasing the wage as employee advances in the program



PROGRAM MINIMUM REQUIREMENTS

- Age, education, ability to physically perform the essential functions of the job, etc.



PROGRAM TYPE

- Time-based, competency-based, or hybrid



ON-THE-JOB TRAINING (OJT)

- Competency areas
 - Specific skills within each competency area
- Number of hours for each competency area
- Length of program



RELATED TECHNICAL INSTRUCTION (RTI)

- Provider: in-house or external
- Specific classes
- Number of hours (DOL recommends 144 per year)



SELECTION PROCEDURES

- Develop procedures for application submittals, scoring criteria, interview processes, and candidate selection

BUILDING A STRONG WORK-BASED LEARNING PROGRAM

Mentorship and diversity are key to developing a strong work-based learning program.

Mentorship

During an apprenticeship program, apprentices receive hands-on training from an experienced mentor at the job site. Workplace mentoring is shown to reduce turnover, promote growth, help employees adjust to new positions, and become prepared to move up in the company.

Nearly 80% of all learning is considered to be informal, meaning that it is not done by reading or taking classes, but rather by learning on the job and from others. Mentors elevate and escalate “knowledge transfer,” which is useful in shortening the learning curve in the workplace. Therefore, employers develop highly-productive employees in a much shorter timespan than if mentorship not been implemented.

Mentorship also provides the important opportunity to build relationships between generations and retain institutional knowledge. As mentor and mentee develop their own relationship, they help create and perpetuate a positive company culture that combines the best qualities of the individuals, regardless of their age.

Diversity

Organizations across industries are embracing the benefits of a diverse workforce. Some of these benefits include:

- Diverse cultural perspectives can inspire creativity and drive innovation
- Drawing from a culturally diverse talent pool allows an organization to attract and retain the best talent
- Diverse teams are more productive and perform better

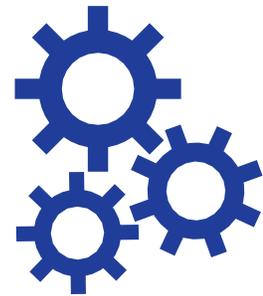


IDENTIFYING AN EFFECTIVE MENTOR

Mentors play a critical role in preparing your company's future workforce by driving knowledge transfer. Look for these qualities when identifying mentors within your organization:

1 SKILLED & KNOWLEDGEABLE

A great mentor knows the job inside and out and is able to share their skills, knowledge and expertise.



2 STRONG WORK ETHIC

Choose a mentor that is committed to excellent work output, demonstrates a positive attitude and acts as a role model.

3 WILLINGNESS TO SUPPORT APPRENTICES

A great mentor takes a personal interest in building a mentoring relationship. The mentor has an open door policy and time to help.



4 EFFECTIVE COMMUNICATOR

Choose a mentor with strong interpersonal communication skills. A great mentor is willing to listen and able to provide constructive feedback.



WORKPLACE DIVERSITY

Workplace diversity leads to more innovation and opportunities for all, better access to talent, and improved business performance.

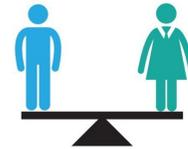
What is workplace diversity?



Having a workforce comprised of people from a **variety of backgrounds**

Providing **equal opportunity** in:

- ✓ Recruitment
- ✓ Employment
- ✓ Promotion



Benefits to employers:



**Fresh Ideas and Perspectives
Drive Innovation**



**Increased Morale
and Productivity**



Attract and Retain Top Talent



Enhanced Company Image

Implementing Diversity:

- Involve every employee in formulating and executing diversity initiatives
- Encourage employees to express their ideas and opinions and attribute a sense of equal value to all
- Promote diversity in leadership positions
- Utilize diversity training

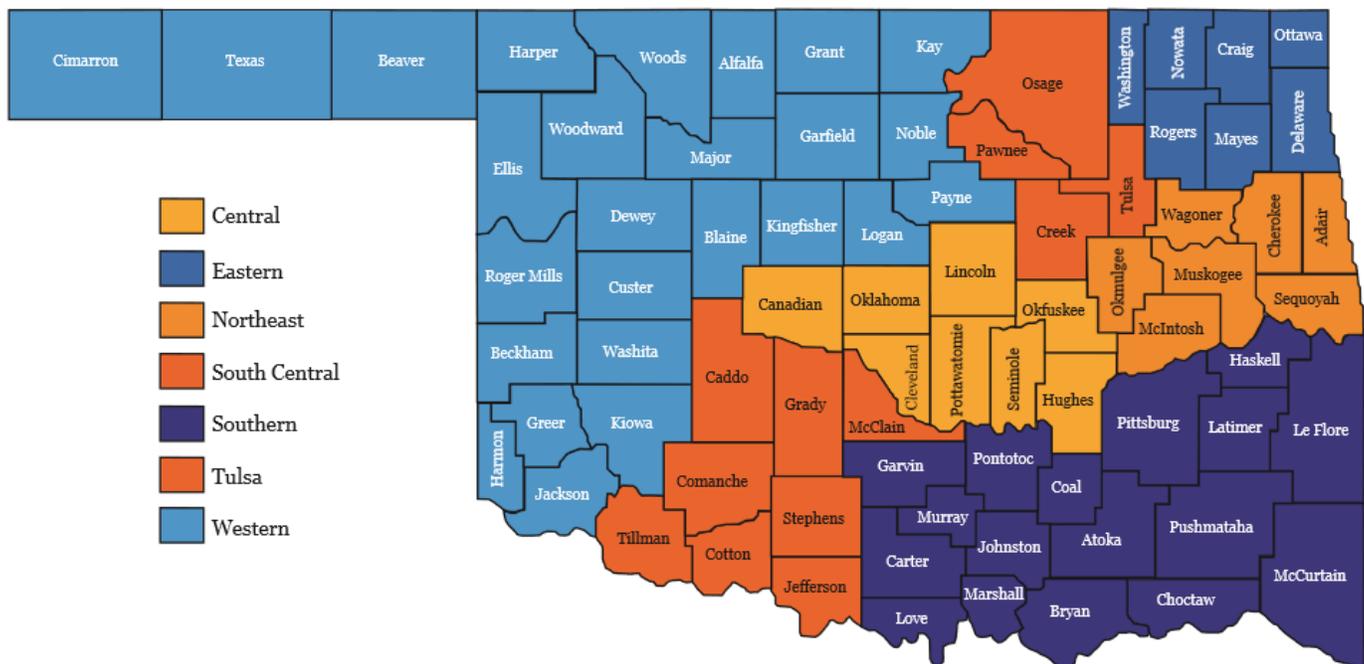
CONNECT WITH LOCAL WORKFORCE RESOURCES

Your local workforce boards and American Job Centers throughout Oklahoma can be valuable resources for establishing and recruiting candidates for your work-based learning programs. Your local workforce boards can also advise you on the availability of supportive services and Workforce Innovation and Opportunity Act funding for eligible participants.

Oklahoma is divided into seven workforce development areas, which are each governed by a Local Workforce Development Board. A map of Oklahoma's local workforce areas is provided below, along with contact information for each area.

For more information on local American Job Centers, visit:
<https://oklahomaworks.gov/about/oklahoma-works-centers>.

Workforce Development Areas



We are here to help. Please contact us with any questions:

Oklahoma Office of Workforce Development

Work-Based Learning Team
405-945-6708
WBL@osuokc.edu

Central Oklahoma Workforce Investment Board

Eddie Foreman, Chief Executive Officer
eddieforeman@cowib.org
405-622-2026

Eastern Workforce Board

Jerri Stoutermire, Executive Director
jstoutermire@easternwib.org
918-683-8553

Northeast Oklahoma Workforce Development Board

Michelle Bish, Executive Director
michelle.bish@northeastworkforceboard.com
918-907-0902

South Central Oklahoma Workforce Investment Board

Trina Southard, Executive Director
trinas@scworkforceboard.org
580-467-3486

Southern Workforce Board, Inc

Kerry Manning, Executive Director
kmanning@swb-ok.com
580-380-7872

Tulsa Area Workforce Development Board, Inc

Cherie Stierwalt, Interim Executive Director
ctierwalt@workforcetulsa.com
918-595-4661

Western Oklahoma Workforce Development Board

Christi Porter, Executive Director
christiporter@wowdb.org
580-256-8553

www.oklahomaworks.gov/work-based-learning

About the Oklahoma Office of Workforce Development

The Oklahoma Office of Workforce Development (OOWD), as established by the Governor, is the designated administrative entity for the Workforce Innovation and Opportunity Act (WIOA). As the WIOA designee, OOWD supports and implements the vision of the state WIOA board, the Governor's Council on Economic and Workforce Development (GCWED).

The Governor's Council is composed of business leaders appointed to the Council who represent Oklahoma's diverse geography, who are from rural and urban areas, and who represent our state's major industry economic drivers. The mission of the Council is to assist the Governor in the development, recommendation and implementation of wealth generating policies and programs within the workforce system.

In support of GCWED's mission, the Oklahoma Office of Workforce Development oversees the work of seven local WIOA boards which includes the operation of 34 workforce centers across the state. The office also administers Title I funding, including the Adult and Dislocated Worker program. In addition to these activities, the OOWD also serves many facilitative roles including:

- Coordinating strategic priorities and plans across the education and workforce system.
- Aligning and connecting the education and training pipeline with the needs of the state's regional economies.
- Integrating and using workforce and economic development data to inform policy, track progress, and measure success.
- Building partnerships between industry and education at the regional and local levels.
- Promoting work-based learning opportunities and facilitating partnerships for quality work-based learning statewide, including on-the-job training, incumbent worker training, job shadow, mentorship, internships, externships, and Registered Apprenticeships.
- Optimizing resources and incentives to achieve the goals of Oklahoma Works, the Governor's workforce development initiative.
- Providing equal opportunity guidance and monitoring to local workforce boards.



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The Oklahoma Office of Workforce Development/Oklahoma Works is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.