

# **Procurement Training**

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JANUARY 2021

# Best Practices / Strategies



DEDICATED STAFF MEMBER  
FOR PERFORMANCE



ENROLLMENT AND SELECTION  
OF PARTICIPANTS SHOULD NOT  
BE BASED ON PERFORMANCE



USE OF VIRTUAL PLATFORMS  
REQUIRED



ENGAGING COMMUNICATION  
METHODS (FRIENDLY EASY-TO-  
READ LANGUAGE)



ONLINE GROUP MEETINGS FOR  
PARTICIPANTS



USE OF POSITIVE MOTIVATING  
LANGUAGE WITH CLIENTS



# Best Practices / Strategies

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Paperwork / Assessments

Use of State Case Management System for Data Entry (Timely)

Minimum Qualifications & wages for Career Coaches

Business Engagement and Job Placement Requirements

Use of CCMEP plan and WIOA regional and area plans

Compulsory State Training for Vendor Staff

Future Use of State Goal4 It! Coaching Case Management Model

Participant Engagement Minimums

State Policy Changes

Case Notes