WRAPPING UP

CDE CLOSE-OUT FOR PARTICIPANTS

LAST DAY NEEDS

With the support of your Organization and their Host, Participants should prepare for their last day of the CDE. Regardless of how long they have been with a Host, they should treat their last day of the CDE as if they were a regular employee and follow any protocols and procedures as applicable. Encourage Participants and Hosts to spend time celebrating and commemorating the experience. Considerations for the last day of a CDE include:

Items Specific to CDE Placement Site	Celebration	Future Communication
• Are there any identification badges and/or equipment that need to be returned? • Is there any paperwork that needs to be filled out at the Host site?	• How are Hosts commemorating a Participant's last day? • How will Participants thank their Hosts for the experience and support (consider a handwritten note!)?	• If desired, how can Participants and Hosts stay connected post-CDE? • What is the process for Participants who would like to work at the Host full-time in the future?

TOOLKIT TERMINOLOGY

Definitions for the terms "Participant," "Managing Organization," and "Host" are given in the Introduction.

PROFESSIONAL SKILLS ASSESSMENT "REPORT CARD"

If they have not done so already, Participants need to complete a professional skills assessment to reflect on learning and performance gained from the CDE (see the "During" section of this toolkit for more information on Participant assessment). Participants should receive information on their professional skills assessment that summarizes the feedback and performance evaluation submitted by their Host. The feedback from the Host should be discussed and compared to a Participant's self-assessment of their performance. This is an opportunity to further engage Participants in reflection and understanding of their strengths and areas of growth.

CDE CLOSE-OUT FOR PARTICIPANTS

HOST ASSESSMENT

At the conclusion of their CDE, Participants should be provided the opportunity to evaluate their placement site and any Host staff with whom they directly worked. This information is helpful for your Organization to determine any items that went well and others that need to be addressed for improvement of future CDEs. Items to be addressed on this assessment include:

Task Engagement	Supports	Learning/Reflection
• Did they engage in work that they feel will help them in the future? • Do they understand how their work contributed to their Host?	• Do they feel that their Host wants to see them succeed and respects them? • Did they feel able to approach their Host with questions and get help?	• Which essential employability and technical competencies did their Host focus on? • How has their career pathway been informed by interactions with their Host?

Consider Participant's responses and strengths/areas of improvement for the Host to provide future CDEs. If it becomes apparent that there are significant issues in terms of their ability to support a Participant, consider whether they might be willing to make some adjustments. Some Hosts will be interested to hear Participant's feedback about the CDE, while others may take some more convincing or not be interested at all. Regardless, it is still important to provide this feedback since Hosts play an important role in the youth talent development pipeline.

ALTERNATIVE OPPORTUNITIES FOR HOSTS

If you determine that a Host is not a good fit for your CDE and Participants, consider whether they can still provide any other opportunities along the work-based learning continuum. A CDE requires a larger commitment from Hosts, and sometimes it is necessary to take a step back with Hosts to build their ability to offer a CDE.

CDE CLOSE-OUT FOR PARTICIPANTS

PARTICIPANT PROFESSIONAL PORTFOLIO

If they have not already started to build one, a CDE is a great opportunity for Participants to gather any work products and develop a portfolio of accomplishments. Depending on the industry, work products may vary but should always be captured in meaningful ways to recognize the foundational professional skills the Participants' gained. A work-based learning portfolio may include:

Work product from WBL experiences (writting/research papers, design, documents, photos, videos, screenshots , etc.)

Resume (including any professional profiles such as LinkedIn)

Letters of recommendation from Hosts

Self-assessments and Host assessments to show growth and learning of essential employability and technical competencies

Certificates and/or credential earned

WRAP-UP PRESENTATION AND RECOGNITION OF COMPLETION

As a final item to complete their CDE, have Participants summarize their experience through a presentation to Hosts and/or your Organization. This is an additional opportunity for Participants to both reflect on their learning and share that experience with a larger audience.

Certificates of completion help to recognize the achievement that a Participant has exhibited by successfully finishing a CDE. It is no small task to show up consistently and perform authentic work tasks. Participants can also include this certificate in their work-based learning portfolio.

RESUMES AND INTERVIEW QUESTIONS

At the conclusion of their CDE, Participants should update their resume to reflect any skills and experience gained. Your Organization and the Host can help guide Participants develop statements that are concise but powerful and related to their attainment of essential employability and technical competencies. Encourage Participants to also practice answering common interview questions and incorporating specific items that were part of their CDE. Writing resume statements and verbalizing their experience through practice interview questions will further help Participants reflect on and recognize the value of learning gained through their CDE.

CDE CLOSE-OUT FOR HOSTS

PROFESSIONAL SKILLS ASSESSMENT

If they have not done so already, Hosts need to complete a professional skills assessment to provide feedback on Participant performance during the CDE (see the "During" section of this toolkit for more information on Participant assessment).

ASSESSMENT OF THE CDE

Besides Participant performance, Hosts should provide feedback on the CDE in general. This feedback should include some self-reflection on their end in terms of meeting the expectations of the CDE as outlined by your Organization and the supports and resources they received from your Organization. This assessment should lead to collaborative and productive discussions that focus on the Host offering CDEs in the future and determining any necessary adjustments or additional items that would help to make it more successful. Some general topics to be covered are:

Did Participants meet their goals and expectations?	**Did the Managing Organization provide timely communication and resources?**	**What modifications and supports did the Host provide for Participants?**
How likely are the Host to continue participating in the CDE program?	**How has the Host/ Participant contributed to the issue?**	

EXIT INTERVIEWS WITH PARTICIPANTS

Encourage Hosts to find time before or during a Participant's last day of their CDE to gather feedback on the experience. Participants can provide information on what their favorite aspects were as well as the things that were the most challenging during the CDE. Hosts can also ask for suggestions on areas of improvement and growth to provide a CDE that meets Participant and Organizational expectations.

CDE CLOSE-OUT FOR HOSTS

SUSTAINING HOST RELATIONSHIPS

To help sustain relationships, provide opportunities for Hosts to share feedback on the CDE and how both your Managing Organization and Participants met their expectations. Hosts should be valued as resources to provide insight on the improvement and quality of your CDE program as it relates to the Host's needs. In addition to creating time for their input, consider how you will approach any areas of concern. You should ensure that your expectations are being met as well and work with Hosts to communicate any areas of improvement on their end, including ways to better support Participants. Best practices for sustaining Host relationships include:

Treat Them as Unique Partners

Whether they are in the same industry or not, Hosts should be approached individually to address their unique needs and contexts for providing a CDE.

Have Clear Methods of Communication

Before, during, and after the CDE, Hosts should always have a clear understanding of whom to reach out to for various items related to the CDE.

Work Together as Professionals

Hosts have as large of a role in the talent development of youth as Managing Organizations, and should be provided opportunities to work with your team to determine best practices and methods for CDEs.

COMMUNITY EXAMPLES OF CONTINUOUS HOST ENGAGEMENT

Each year District 211 highlights the partnership of their employers and student completion of work-based learning experiences with a partner breakfast. Employers, school staff, and students come together to celebrate and share their experiences.

To commemorate the end of the school year, Rockford Public Schools brings together faculty, staff, and community partners who support their College and Career Academies to honor their commitments and contributions. Student's academic work is on display for the event.

The Greater Peoria Economic Development Council engages 8th grade students and regional employers in an event with hands-on exhibits to help spark students' career interests. This is an opportunity for employers to meet students early on as they consider their career pathway.

ENGAGEMENT EVENTS

Consider the ways that your Managing Organization can engage Hosts beyond the CDE:
- Celebration and recognition events for Hosts to network and hear from one another.
- Professional development training and Host panels on components of the CDE program and working in youth development.
- Inviting Hosts to events and activities that current and former Participants are attending to encourage interaction among youth and adult professionals.

ENCOURAGE PARTICIPANT COHORTS

If they are not doing so already, encourage Hosts to take on a cohort of Participants (two or more) for their next CDE during renewal conversations. Having more than one Participant at a Host site is beneficial to provide peer-to-peer learning and reflection on shared experiences for both Hosts and Participants. Participants and Host staff are able to navigate the experience together and provided needed support for one another.

CDE CLOSE-OUT FOR MANAGING ORGANIZATIONS

REVIEWING PARTICIPANT AND HOST ASSESSMENTS

As a Managing Organization, it is important to review what Participants and Hosts had to say about their experience with your CDE program. You should take this moment to be vulnerable and open to what they might have to say about areas of improvement and growth. Follow up with any Participants or Hosts who appear to have had a more challenging experience than others.

These assessments should inform your goal setting and any alterations you want to make for future CDEs. Depending on the flow of your CDE program, you might continuously have CDEs occurring throughout the year. Set aside time to intentionally consider the ways that you will incorporate feedback from Participants and Hosts to inform subsequent CDEs.

Determine where this information is going to be housed (see the "Organizational Structure" section for more detailed information on CDE data collection). This feedback is highly valuable to the ability of your Organization to maintain a CDE that is impactful and relevant.

GATHER TESTIMONIALS

One of the best ways to tell the story of your CDE and its value is to have it expressed through the lens of those most directly impacted: Participants and Hosts. They are the voices who can truly speak to the day-to-day experience and how it has informed or changed their outlook. Areas that Participants and Hosts can speak to include:

INCORPORATING FEEDBACK

It should be clear to Participants and Hosts that your Managing Organization has heard their feedback and incorporated any applicable changes to the CDE. All stakeholders should see that improvements and developments are occurring to keep your program up-to-date and addressing Participant, Host, and industry needs to stay relevant.

For Participants	For Hosts
• Supports and direct training provided by the Host	• Shifting perspective of the talent and abilities of youth
• Learning how to meet expectations and receive feedback as a professional	• Understanding of their role in the professional development of youth
• Opportunities for networking and future success in the industry	• Bonds formed and involvement with Participants post-CDE

MEASURING & COMMUNICATING IMPACT

Once you have gathered assessments, feedback and any required data for your CDE program, it is now time to share this information both internally and with the community at large to communicate the impact of the CDE. Consider the following questions as you determine how to share this information:

> **How is your Managing Organization collecting and analyzing qualitative and quantitative data for your CDE program?**

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> **What are the data points and stories that you want to share with the community-at-large to promote the impact of your CDE program?**

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> **Who are the audiences to whom you want to communicate your impact to?**

PARTICIPANT ATTAINMENT OF COMPETENCIES

A major component of measuring the impact of a CDE should include whether Participants gained foundational professional skills through the development of essential employability and technical competencies. This information can be gathered in the Professional Skills Assessment completed by Hosts and Participants.

PARTICIPANT & HOST SATISFACTION

Another useful component for measuring impact are the stories and data points of the experience for both the Participants and Hosts. The building of relationships and connections among your Organization and Hosts is an accomplishment that should be highlighted.

PARTICIPANT & HOST TESTIMONIALS

Record video testimonials of Participants and Hosts speaking to their experience and how the CDE has influenced them both personally and professionally. This is a great opportunity for the Managing Organization to provide prompts and have those directly affected by the CDE speak to its impact.

HIRED PARTICIPANTS

If any Participants were hired shortly after, or because of a connection they made during their CDE, this is an incredibly powerful story to share. Typically, opportunities like internships and apprenticeships are a space of privilege for individuals who already have a strong professional network in their inner circle. CDEs can more equitably offer opportunities to all students, particularly traditionally underrepresented students, and stories of how their peers have succeeded are empwoering. Highlight Participants who accessed employment or another opportunity directed toward their career pathway as a result of their participation in your CDE program.

COMMUNITY EXAMPLE

Rush Education & Career Hub (REACH) works with their system wide marketing group to place stories, blog posts, and social media content about Participants, Hosts, and their experience with the CDE. REACH builds connections, awareness, and interest in the program by sharing stories, before, during, and at the end of the CDE.

CDE ONLINE
TOOLKIT RESOURCES ⤴

CDE CLOSE-OUT FOR PARTICIPANTS

TEMPLATE | Participant Evaluation of Host & Organization: PDF // Word

TEMPLATE | Participant Presentation: PDF // PowerPoint

TEMPLATE | Certificate of Completion

CDE CLOSE-OUT FOR HOSTS

TEMPLATE | Host Evaluation of Participant & Organization: PDF // Word

RESOURCE | Participant Exit Interview with Host

RESOURCE | Principles for Sustaining Employer Partnerships from Tennessee State Government

MEASURING & COMMUNICATING IMPACT

ARTICLE | Learning Goes Both Ways from Rush Education and Career Hub

EXEMPLAR | District 214 Center for Career Discovery Internship Videos