

# PROCESS TIMELINE

The Business and Industry Leadership Team (BILT) model - the BILT model - offers an active, energized approach to employer engagement. The BILT provides a structured, repeatable process that works for any technical program. This timeline will vary – more work will be needed to develop a new program as opposed to reinvigorating an existing program.

Meeting rule of thumb: half of your RSVPs will not show up. If you need ten employers to attend a meeting, get 20 to RSVP “yes.”

‡Additional, optional elements can be added on top of the ideal BILT meeting framework to develop true skill standard products – Tasks showing entry-level duties in addition to KSAs (Knowledge, Skills, and Abilities), Key Performance Indicators, and Employability Skills.

<b>30-MINUTE ORIENTATION MEETING</b> Proceed only if you have 12-15 interested employers.	<b>KSA MEETING (+ TASKS &amp; EMPLOYABILITY SKILLS‡)</b> Proceed only if you have 12-15 employers committed to attending and a robust pro forma list.	<b>FOLLOW-UP MEETING (+ KPIS‡)</b> Ideally held within 2 months of KSA meeting, but you must be prepared to provide detailed feedback.	<b>MODIFY CURRICULUM</b>	<b>TRENDS MEETING</b>
<b>1 ½ months - 3 months out</b> * Identify committed leadership and personnel (employer SMEs, meeting facilitator, support staff) * Choose meeting day/time * Recruit employer SMEs as needed * Reserve room and AV, including support for virtual participation	<b>1 ½ months - 3 months out</b> * Develop and/or locate pro forma KSAs (competencies from other programs, industry standards, trusted employers) and Tasks‡ * Recruit more employer SMEs as needed * Reserve room and AV, including support for virtual participation	<b>1 ½ months - 3 months out</b> * Choose meeting day/time * Reserve room and AV, including support for virtual participation	<b>Timing will vary based on complexity of program changes</b> * Faculty converts KSA results to Student Learning Outcomes (or Competencies) for any new KSAs * Faculty modifies existing curriculum or creates new curriculum to align with KSAs	<b>1 ½ months - 3 months out</b> * Choose meeting day/time * Recruit employer SMEs as needed * Reserve AV and plan to hold virtually
<b>3 weeks - 2 months out</b> * Send out meeting invites (employer SMEs and faculty), track RSVPs	<b>3 weeks - 2 months out</b> * Send out meeting invites (employer SMEs and faculty/admin), track RSVPs * Convert (and test) pro forma list into online voting form * Create online Employability Skills‡ voting form	<b>3 weeks - 2 months out</b> * Send out meeting invites (employers and faculty), track RSVPs * Create (and test) KPI‡ online voting form - note that only employers who attended the KSA meeting can vote on KPIS		<b>3 weeks - 2 months out</b> * Send out meeting invites (employers and faculty), track RSVPs
<b>1 week - 2 weeks out</b> * Send meeting reminders * Finalize meeting content/handouts * Tentatively schedule KSA meeting	<b>1 week - 2 weeks out</b> * Send meeting reminders * Finalize meeting content/handouts	<b>1 week - 2 weeks out</b> * Send meeting reminders * Finalize meeting content/handouts		<b>1 week - 2 weeks out</b> * Send meeting reminders * Ask 1-2 BILT members to be ready to discuss an emerging trend * Finalize meeting content/handouts
<b>Meeting day</b> * Send final meeting reminders * Host meeting - explaining the BILT model * Confirm KSA meeting date	<b>Meeting day</b> * Send final meeting reminders * Host meeting - vote and discuss KSAs (and Tasks‡) differences; vote also on Employability Skills‡ * Conclude meeting with a “what’s missing?” discussion  <b>After the meeting</b> * Analyze KSA results, conduct employer follow-ups for clarification if needed * Faculty “crosswalk” KSA results with curriculum to identify possible gaps * Faculty prepare feedback for employers using templates	<b>Meeting day</b> * Send final meeting reminders * Follow-Up Meeting content can include any or all of the following: <ul style="list-style-type: none"> <li>• Talk trends (what do employers see emerging in the workforce?)</li> <li>• Vote and discuss any added KSAs</li> <li>• Vote and discuss KPIS‡</li> <li>• Provide feedback and discuss (what have you done/plan to do with KSA recommendations, including crosswalk gaps?)</li> </ul>		<b>Meeting day</b> * Send final meeting reminders * Host meeting - ask employers what they see emerging in the workforce



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