



RESPOND, RECOVER, RECONNECT: WORKFORCE SERVICES IN TRANSITION

Community Guide

Resilient Programs for Resilient Professionals

Workforce Transitions Action Guide

Purpose

To help workforce professionals maintain continuity of services and support for participants when a program is closed, restructured, or temporarily paused—turning disruption into opportunity. This community guide incorporates insights and best practices from workforce leaders across the country.



1

From Setback to Comeback: Coordinate a transition Response

- Build a Local Transition Team: Convene stakeholders from workforce boards, schools, community-based organizations (CBOs), youth programs, and Job Corps staff to share information and resources.
- Develop a Contingency Plan: Outline partner roles, emergency contacts, communication protocols, and funding alternatives.
- Scenario Planning: Prepare for multiple closure types with adaptable service delivery models using this **Planning Your Transition Team Worksheet**.

2

Communicate Clearly and Quickly

- Direct Outreach to Program Participants: Use email, texts, social media, and school liaisons to notify participants of changes and resources.
- Public Awareness Campaigns: Run PSAs and social posts to highlight available opportunities and re-engagement options.
- Centralized Resource List: Maintain a clear, up-to-date list of available programs, funding, job training, mental health, and wraparound supports.

3

Provide Immediate Support and Navigation

- Assign Transition Coaches or Case Managers: Help youth assess options, complete paperwork, and stay engaged.
- Host "Transition Fairs" or "Next Steps" Events: Bring together alternative program providers to present opportunities in one place—virtual or in-person.
- Navigation Teams: Form mobile or virtual teams within the workforce system to guide disconnected participants.

4

Strengthen and Expand Service Capacity

- Partner with Community Colleges & CBOs: Ensure displaced participants can access similar training and supportive services.
- Connect to youth serving organizations, community and faith-based Programs: Utilize programs already serving high-barrier participants.
- Keep Doors Open: Encourage all providers to accept displaced participants, prioritize them for services, and cross-enroll if necessary.

5

Center Youth Voice in Planning and Implementation

- Host Listening Circles: Provide safe spaces for youth to share how the changes are impacting them.
- Invite Youth to Co-Design: Include young people in planning communication strategies and identifying service gaps.



6

Engage Policymakers and Advocate for Sustainable Solutions

- Host Policy Briefings & Listening Sessions: Bring federal, state, and local officials together with local partners and youth to address needs.
- Promote Equitable, Trauma-Informed Programs: Push for funding and models that are flexible, youth-centered, and inclusive.
- Elevate Data and Stories: Collect evidence of impact to strengthen local and national advocacy efforts. Share Your Story here.
- Identify employer champions to advocate to elected officials in partnership with your program.
- Use the [NAWDP Advocacy Toolkit](#).

7

Repurpose Program Assets and Infrastructure

- Facility Reuse: Advocate for shuttered facilities to become career hubs or satellite training centers.
- Retain Knowledgeable Staff: Transition program staff into other roles in the workforce system.
- Provide resources for professionals.
 - Mental health resources

8

Find Funding Alternatives

- Be prepared to seek funding from alternative resources such as United Way, Block Grants, other community funds.

Innovative Practices Highlighted in Listening Session

1. Consider community based resources fundraising.
2. Utilize and coordinate with local Workforce Development Boards effectively.
3. Provide workforce professionals Mental Health supports.

To view the recorded Listen Session click [here](#).

Next Steps

Moving forward with Resilience

This community guide is a foundational tool to help communities navigate transitions with intention, transparency, and collaboration. Now that you've reviewed the key components, use the steps below to move from planning to implementation:



1

Community Activation Ideas

- Created increased opportunities for temporary work-based learning placements
- Host mental health check-ins for transitioning youth
- Utilize libraries and recreation centers as info hubs
- Conduct peer-led outreach and ambassador programs

2

Create Your Transition Team and Plan

- Be Proactive! Creating your team and plans now will help you prepare for any program changes.
- Prepare for potential crises such as:
 - New Program Administrators or Providers
 - Funding loss/ Program suspension
 - Natural Disasters
 - Staff Turnover
 - Policy Changes
 - Public Health Emergencies

3

Support Your Local Workforce Development Professionals

- Provide consistent training and professional development
- Emotional and Professional Support
 - Acknowledge the stress and uncertainty that transitions can bring.
 - Encourage peer support groups or open forums for sharing experiences.
 - Recognize and celebrate staff efforts throughout the process.
- Clear and Consistent Communication
 - Provide timely updates about changes, timelines, and expectations
 - Share transition roadmaps, FAQs, and regular email updates.