

**K12 Strong Workforce Program  
K 14 TAP & K12 Pathway Coordinators Professional Development**

**November 27, 2023-2:30 – 4:00 PM**  
Zoom Meeting ID: 85219824839

**Agenda**

- I. Welcome & Purpose of the Meeting** – Lyla Eddington, Ed.D., RN, K12 SWP Statewide TAP
- II. Announcements** - Katie Gilks, K12 SWP Specialist, Office of Equitable Student Learning, Experience, and Impact; Workforce and Economic Development Division, CA Community College Chancellor's Office
- III. K12 SWP Professional Development** – Lyla Eddington, Ed.D., RN, K12 SWP Statewide TAP Project Leadership/Management
- IV. Questions & Answers** – All
- V. Survey - Please** complete the 3-question survey at end of the session today.

**Next Professional Development:** January 22, 2024. Intro to the role of the Academic Senate. How to work with multiple college faculty groups. Hosted by San Diego Region.

# **K12 Strong Workforce Program**

## **Project Leadership/Management**

November 27, 2023

Lyla Eddington. Ed.D., RN  
K12 SWP Statewide TAP

# Leadership vs Management

*Leadership is the art of getting someone else to do something you want done because he wants to do it.*

Dwight D. Eisenhower

*A Manager is responsible for the application and performance of knowledge.*

Peter Drucker



California  
Community  
Colleges



**Leadership is doing the right things.  
Management is doing things right.**

Peter Drucker

**Both are essential for seeing projects  
successfully completed.**

# Project Leader

- **Sets and Shares Vision**

- Idea Person
- Possesses Creativity

- **Influences Stakeholders – Serves Team (Servant Leadership)**

- Supports & Manages Team – Team Builder
- Ensures Team Works Smoothly Toward Shared Vision
- Resolves Conflicts

# Project Leader

## ➤ **Defines Scope of Work and Achieves Consensus**

- Makes Sure Team has the Knowledge Needed
- Shepherds Any Changes Needed

## ➤ **Develops Implementation Plan (Work Plan)**

- Sets up Tracking Mechanism
- Develops Budget & Monitoring System
- Establishes Communication Mechanism
- Spots Challenges & Identifies Opportunities
- Recognizes Success & Supports Celebration



# Project Manager

- Implements Identified Vision.
  - What is to be accomplished? Desired Outcomes.
- Familiarizes Self with Action Plan
  - What currently exists? Who are stakeholders? Opportunities?
  - Identify Scope of Work to meet desired Outcome.
- Executes Plan
  - Puts systems in place.
  - Identifies Participants
  - Assumes Day to Day Operations

# Project Manager

- Monitors & Evaluates
  - Schedules Frequent check in (Weekly, Monthly, Quarterly).
  - Measures progress made on a regular basis.
  - Identifies tools to be used.
- Ensures Closure to Project
  - Communicates Expected Outcomes - What does Finish Look Like?
  - Acknowledges Completion/Termination



# Leader vs Manager Characteristics

## Leader

- Trustworthy and Transparent
- Flexible
- Objective & Fair
- Able to Focus & Stable (works well under pressure)
- Confident (Knowledgeable)

## Manager

- Works well with others
- Attention to Detail
- Provides rationale for decisions made.
- Able to Keep to Action Plan.
- Supports Leadership at All Times

# Example: Career Pathway Partnership Program

- **Established Vision:** Prepare Workforce in LA Co. Utilizing K14 Pathway
- **Conducted Assessment:** Visited CTE Dean/Staff at each College.
  - What Career Pathways (K14 in Place
  - What Strategies Utilizing
- **Developed a Strategic Plan:** To Build K14 Career Pathways in LA Co.
  - Identified Activities to Achieve Goal
  - Proposed Timeline to Achieve Activities
  - Estimated Budget Needed
  - Recommended Key Talent to Implement Plan (Job Description)

# Career Pathways Partnership Program cont.

## ➤ Identified Communication Techniques

- Disseminating Information
- Monitoring Project Progress
- Providing Technical Assistance
- Web Site: <https://lacareerpathwayspartnership.com/cte-matrix/>.

## ➤ Set Meeting Schedule

- Types of Meetings – Zoom, Face-to-Face, Sub Groups, Retreat
- Participants – Career Pathways Specialists, CTE Deans, K12 PC's

# Career Pathways Partnership Project cont.

## ➤ **Developed Data Collection Tools**

- Implementation Status of Each College and Each Objective.
- Implementation Status of Project
- Review & Revise Tools on a Regular Basis
- Identified Sources for Data Collection

## ➤ **Identified Knowledge Needed**

- Orientation to Position
- Expected Outcomes
- Legal and Ethical Requirements

# Career Pathways Partnership Project cont.

## ➤ Identify Sustainability Strategies

- Secure Senior Administration Support
- Integrate into College Vision – Board Policies & College Procedures
- Secure Ongoing Funding (District, Perkins, Federal Grants, State Grants, Non-Profit Grants).

# ***Individual Action Plan***

**Identify 2 things you can implement in  
January 2024  
to better Lead and Manage  
your LEA's.**