

# Hiring Our Heroes

U.S. Chamber of Commerce Foundation

## Training Plan for Hiring Our Heroes Fellows Programs DoD SkillBridge Program

<b>Service Member</b>	[Name]		
		<b>SkillBridge Cohort Dates</b>	Start Date:
<b>Hiring Our Heroes Fellows Program Manager</b>	[Name]		Stop Date:
		<b>Program Manager E-mail</b>	
<b>Course Overview</b>	<p>The Hiring Our Heroes Corporate Fellowship Program is an approved Skillbridge program under DoD Instruction 1322.29, “Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members,” dated 24JAN2014. This program is of no cost to participants and service members will not receive payment during SkillBridge training.</p> <p>The DoD approved program will cover key principles of transition and intensive corporate immersion. Participants will be afforded a variety of networking opportunities during the course to gain exposure to potential employers. The education component of the program provides professional development training for fellows in various skillsets desired by employers, such as project management, influencing without authority, and strategic communications. This specific coursework strengthens their professional knowledge, giving fellows an edge in the civilian job market. At the conclusion of each week, the program hosts a “fellowship huddle” featuring senior-level guest speakers. This engagement allows fellows the opportunity to make meaningful connections with leaders in the private sector, while also learning from corporate experts in key positions. To supplement this learning, fellows have the opportunity to complete a certification track course of their choosing through our partner Simplilearn.</p>		
<b>Training Objectives</b>	<p>After successful completion of this course, participants will:</p> <ul style="list-style-type: none"><li>• Have a functional resume, elevator speech, and professional LinkedIn profile to share with prospective employers.</li><li>• Communicate the relevance of several best practices on transitioning into corporate culture.</li><li>• Complete a certification of their choice which will assist in their professional development plan</li><li>• Understand Fellowship role in company and is familiar with organizational responsibilities</li><li>• Participant should expect to have good understanding where their skills and/or experience align with industry or business needs</li></ul>		

<b>CFP Leadership Training Huddles</b>	Training Huddles will be held at various locations on Friday mornings from 0900 to 1200, unless otherwise indicated. Training topics will be presented by subject matter experts and by program leaders. Friday afternoons from 1300 to 1700 are designated as the time to work on certification training courses.
<b>Attendance Policy</b>	There are three (3) excused absences total for this program from the worksite or huddles. Service Members will notify their Program Manager and Host Company as soon as they are aware of a potential absence, including VA appointments.
<b>Assessments used to measure outcomes</b>	Participants will complete a <b>pre</b> and <b>post</b> assessment to verify all learning objectives were achieved.
<b>Training Outcomes</b>	Upon successful completion, participants will have the option to complete an industry certification of their choice and build civilian work experience.
<b>Employment Outcome Expectation</b>	At the program's completion, service members will have expanded their credentials and marketability, ensuring a high probability of receiving employment offers. The program maintains a minimum of 85% job offer rate to participants.
<b>Week 1 Overview and Safety review</b>  <b>Hiring Our Heroes &amp; Host Company</b>	<ul style="list-style-type: none"> <li>• (See below Week 1 Training Topics) Mon-Thurs: General Program Overview – Syllabus review; LinkedIn Training – Profile overview; Elevator Pitch – ready for corporate introductions; Simplilearn Overview Session (Fellows select one course – FREE)</li> <li>• Optional Host Company overview – to include safety items, reporting procedures and any pertinent organizational information</li> </ul>
<b>Week 2 Individual Plan Assigned</b>	<ul style="list-style-type: none"> <li>• Fellows meet with organization leaders.</li> <li>• Enhancing the engagement culture within the host company</li> <li>• Leadership development overview</li> <li>• Communication and Information enhancements with host company</li> <li>• Other projects that may be site, or environmentally specific</li> </ul>
<b>Weeks 3-9: Plan/Project Development (Initiation; Planning; Evaluation; Implementation)</b>	<p>Recommended</p> <ul style="list-style-type: none"> <li>• Week 3-4 Initiation and Planning phases of any assigned projects</li> <li>• Week 6-7 Host Company Check-ins begin and provide project/performance feedback</li> <li>• Week 8 Execution/presentation and evaluation of any projects/performance feedback provided</li> <li>• Week 9 Completion – wrap up any projects</li> </ul>
<b>Week 10-12: Review and transition (Debrief Closure; Lessons Learned; Lingering Questions)</b>	<ul style="list-style-type: none"> <li>• Final overview of performance</li> <li>• Fellowship feedback provided</li> <li>• Review of employment opportunities</li> </ul>

Week	Hiring Our Heroes 12-Week Leadership Presentations & Training
1	<b>Training Topics</b> <ul style="list-style-type: none"> <li>• General Program Overview</li> <li>• Interviewing Skills</li> <li>• Resume Best Practices</li> <li>• Developing your Elevator Pitch</li> <li>• LinkedIn Training</li> <li>• Simplilearn Info Session – Select one course (FREE)</li> </ul> <b>Pre-Program Assessment Completed</b>
2	<b>Monday – Thursday: Individual Project Plan Assigned:</b> Onsite training with host company <b>Friday Training Topic:</b> Long-Term Career Planning <b>Delivery Instruction:</b> Virtual and/or Hands-on
3	<b>Monday – Thursday: Project Development:</b> Onsite training with host company <b>Friday Training Topic:</b> Networking and Personal Branding <b>Delivery Instruction:</b> Virtual and/or Hands-on
4	<b>Monday – Thursday: Project Development:</b> Onsite training with host company <b>Friday Training Topic:</b> Corporate Expectation Management and Preparing for Success <b>Delivery Instruction:</b> Virtual and/or Hands-on
5	<b>Monday – Thursday: Project Development:</b> Onsite training with host company <b>Friday Training Topic:</b> Salary Research and Negotiations <b>Delivery Instruction:</b> Virtual and/or Hands-on
6	<b>Monday – Thursday: Project Execution:</b> Onsite training with host company <b>Friday Training Topic:</b> Self-Paced Certification Day <b>Delivery Instruction:</b> Virtual and/or Hands-on
7	<b>Monday – Thursday: Project Execution:</b> Onsite training with host company <b>Friday Training Topic:</b> Targeting Resumes <b>Delivery Instruction:</b> Virtual and/or Hands-on
8	<b>Monday – Thursday: Project Edits and Execution:</b> Onsite training with host company <b>Friday Training Topic:</b> Planning your Professional Path <b>Delivery Instruction:</b> Virtual and/or Hands-on
9	<b>Monday – Thursday: Project Edits and Execution:</b> Onsite training with host company <b>Friday Training Topic:</b> Interviewing Skills for Management Roles <b>Delivery Instruction:</b> Virtual and/or Hands-on
10	<b>Monday – Thursday: Fellowship Evaluation:</b> Onsite training with host company <b>Friday Training Topic:</b> Self-Paced Certification Day <b>Delivery Instruction:</b> Virtual and/or Hands-on
11	<b>Monday – Thursday: Fellowship Evaluation:</b> Onsite training with host company <b>Friday Training Topic:</b> Goal Setting and Post-program Assessment <b>Delivery Instruction:</b> Virtual and/or Hands-on
12	<b>Monday – Wednesday: Final Week:</b> Onsite training with host company <b>Pre-Program Assessment Completed</b> <b>Thursday: Graduation!</b>