

A. Mindlift Implementation Plan

Phase 1: Setup & Recruitment (Month 1-2)

Key Actions:

- ✓ **Partnerships:** Sign agreements with 2 local NGOs for participant referrals
- ✓ **Venues:** Secure 1 main training center + 1 backup location
- ✓ **Recruitment:**
 - Host 3 community info sessions
 - Mobilize alumni to refer candidates via WhatsApp
 - ✓ **Baseline Data:** Conduct skills assessments and mental health screenings

Team Roles:

- *You:* Finalize partnerships
 - *Operations Manager:* Book venues
 - *Marketing Coordinator:* Run info sessions
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Phase 2: Core Training (Month 3-4)

Key Actions:

- ✓ **Skills Training:**
 - Deliver vocational sessions 4 days/week (AM)
 - Provide tools/laptops for hands-on practice
 - ✓ **Mental Health:**
 - Group counseling 1 day/week (PM)
 - Private sessions for high-risk participants
 - ✓ **Employer Engagement:**
 - Organize 2 "Meet Your Future Boss" events

Team Roles:

- *Trainers:* Lead skills workshops
 - *Counselors:* Conduct therapy sessions
 - *You:* Coordinate employer events
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Phase 3: Job Linkages (Month 5-6)

Key Actions:

- ✓ **Job Placements:**
 - Match graduates to 20 pre-vetted employers
 - Guarantee 3-month internships for top performers
 - ✓ **Entrepreneurship:**
 - Award \$500 seed grants to 15 best business plans
 - Pair with mentor entrepreneurs
 - ✓ **Mock Interviews:** Weekly practice with real employer feedback

Team Roles:

- *You*: Negotiate internship terms
 - *Trainers*: Conduct interview prep
 - *Operations Manager*: Distribute seed funds
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Phase 4: Transition (Month 7+)

Key Actions:

✓ Alumni Tracking:

- Monthly WhatsApp check-ins (employment status)
- Annual skills refresher workshops
- ✓ **Employer Surveys**: Collect feedback on graduate performance
- ✓ **Graduation**: Public ceremony with success stories

Team Roles:

- *Marketing Coordinator*: Document outcomes
 - *Counselors*: Provide alumni mental health support
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Execution Principles:

1. **Parallel Processing**: Skills + mental health work happens simultaneously
2. **Community Ownership**: Participants help shape weekly agendas
3. **Flexible Adaptation**: Weekly team huddles to adjust tactics

Tools Used:

- WhatsApp for daily communication
- Google Sheets for real-time tracking
- Physical progress boards at training centers

Contingencies:




- If recruitment lags → Extend info sessions to rural areas
- If employers hesitate → Offer trial work placements
- If funding gaps → Prioritize mental health components

B. Progress Tracking System




1. Daily Monitoring

- **Participant Attendance**
 - *Tool*: Physical sign-in sheets + WhatsApp check-ins for remote days
 - *Action*: Call/text absentees within 1 hour to address barriers (transport, health, etc.)
- **Skills Practice**
 - *Tool*: Trainer notes in shared Google Sheets (e.g., "Alice built 3 websites this week")
 - *Red Flag*: Participants with <50% task completion get 1:1 coaching

2. Weekly Verification

- **Mental Health Check-Ins**
 - *Tool:* Counselors update a 3-color system in notebooks:
 -  (Stable)
 -  (Needs follow-up)
 -  (Crisis – immediate intervention)
- **Employer Feedback (During Internships)**
 - *Tool:* Friday SMS to supervisors:
"Rate [trainee] this week: 1-5 stars. Reply with 1 improvement tip."

3. Monthly Reporting

- **Progress Dashboards**
 - *Tool:* 1-page visual report showing:
 - Skills mastery (% completing modules)
 - Job placements (# and sectors)
 - Mental health trends (% //)
 - *Shared Via:*
 - Printed posters at training centers
 - WhatsApp images to partners

4. Quarterly Deep Dives

- **Focus Groups**
 - *Participants:* "What's working? What's not?" (30-min discussions)
 - *Employers:* "How can we improve graduate readiness?"
- **Toolkit Adjustment**
 - Revise training materials based on feedback

Tools & Protocols

Purpose	Tool	Frequency	Owner
Attendance	Sign-in sheets	Daily	Operations Manager
Skills Progress	Google Sheets	Weekly	Trainers
Mental Health	Counselor notebooks	Weekly	Mental Health Lead
Employer Feedback	SMS surveys	Weekly	You
Alumni Tracking	WhatsApp check-ins	Monthly	Marketing Coordinator

C. Success Measurement

Quantitative Success Metrics (Hard Numbers)

1. **Employment Outcomes**

- 60% job placement rate within 6 months post-training
- 25% average income increase for employed graduates
- 80% job retention at 12-month follow-up

2. **Training Effectiveness**

- 75% certification/completion rate
- 90% attendance rate for core sessions
- 40% improvement in skills test scores

3. **Mental Health Impact**

- 50% reduction in reported anxiety/depression symptoms (using PHQ-9/GAD-7 scales)
- 85% participant satisfaction with counseling services

Qualitative Success Indicators (Lived Experiences)

1. **Participant Stories**

- Video/audio testimonials showing personal transformations
- Before-after narratives (e.g., "I went from unemployed to shop owner")

2. **Employer Feedback**

- Written recommendations about graduate performance
- Willingness to hire more Mindlift graduates

3. **Community Impact**

- Family reports of improved household well-being
- Local leader observations of reduced youth idleness

Data Collection Methods:

- Employment verification: Pay slips/contract copies
- Skills proof: Certified test results
- Mental health: Anonymous pre/post surveys
- Stories: Consent-based interviews

Reporting:

- Monthly internal dashboards
- Quarterly public impact snapshots
- Annual comprehensive evaluation