

The Role of the Transition Team

The Transition Team's role is to identify and recommend what priorities the San Diego Learning Lab will have while transitioning into the Integrated Service Delivery System.

▪ Responsibilities:

- Create a timeline
- Draft a letter for enrolled customers, to include case managed customers in WIA, Wagner-Peyser, Veterans, and TRA/TAA programs
 - **All active enrolled customers/clients will be sent the approved letter concerning the change to Integrated Services. Each customer will be assigned to an appropriate team, either Skills Team or Employment Team.**
- Make recommendations to the San Diego Workforce Partnership on how to support a seamless transition for Career Centers. Recommendations should include:
 - How to handle performance expectations, enrollments, exits, and carry-overs of existing enrolled customers.
 - Video and PowerPoint presentation to be created.
 - Grand Opening **Internal**, each Career Center should plan to create a festive environment to celebrate the transition to Integrated Services. Grand Opening **External**, to be planned at a later date.

▪ Timeline:

- Language for flyers and marketing materials due to Leadership Team by 04/14/08
- Decision on recommendations to SDWP due on 04/23/08
- Draft letter due to Leadership Team 04/30/08
- Letters due out to customers by week of 05/26/08
- Poster, flyers, etc. due by 05/30/08
- Orientation and video due by July 1, 2008
- Grand Opening - July 1, 2008