Planning Your Career Launch Implementation

This guide covers the steps required to carry out a successful Hats & Ladders implementation. The Career Launch Scope and Sequence provides a general summary of the goals, content, and materials for the program. The next step is to make detailed plans for how the program will be implemented. A little preparation goes a long way toward ensuring a successful implementation of Hats & Ladders.

Step 1: Identify your implementation team and assign roles.

The critical first step is to identify who will be leading the Hats & Ladders implementation at your site. If you are a Program Director or Education Specialist, this person is likely you. If you are a facilitator or another seasonal staff member, you need to identify the person who will be responsible for leadership, coaching, and coordination for the instructors working directly with participants.

There are two roles inside of Hats & Ladders: **Staff** and **Coaches**. Your primary role in this step is to identify which role will be given to each of your staff members.

The role of **Staff** is usually reserved for Site Directors or Ed Specialists.
With this role, Staff have the ability to:
- Create and manage Coach accounts at their site.
- View participant activity progress in reports.

The role of **Coach** is usually reserved for Instructors or Facilitators, working directly with participants in the classroom.
With this role, Coaches have the ability to:
- Create and manage Climber accounts.
- Assign Career Climbs before a lesson is facilitated
- View participant activity progress in reports.

Step 2: Download the Career Launch lessons.

The Lessons are live on the Career Launch Lessons & Resources page.

Step 3: Plan the implementation schedule.

A best-practice implementation of Hats & Ladders requires that:

- The units and lessons are implemented in the order suggested.
- All of the classroom activities and Career Climbs are completed.

As a result, you should plan to spend about 16-20 hours on your Hats & Ladders Career Launch implementation, not including set-up time. There is considerable flexibility in the implementation process:

- With a little extra reinforcement along the way, the units can be spaced over multiple weeks.
- Many of the classroom lessons can be spread out over two or three days if you prefer not to devote a complete period to them.
- The online Hats & Ladders' Career Climbs can be paused and resumed, so those each can be split over a couple of days, too, if necessary.
- Some components of the classroom lessons can be assigned as homework.

You should feel comfortable planning the schedule to coordinate with your own circumstances (length of class periods, holidays, testing schedules, availability of computer lab time, etc.) We strongly recommend that you take the time to plan specific dates for Hats & Ladders, especially if technology access is limited- even if you expect to have to adjust them later.

In the two editable planning calendars below, you will see a suggested order for a:
1. Two Week Work Readiness Orientation
2. Ten Week Work Readiness Program

Step 4: Add coaches & climbers and distribute log in credentials.
For Staff:
1. Log In to Hats & Ladders.
2. Add Coaches.
3. Distribute credentials to Coaches.

For Coaches:
1. Log In to Hats & Ladders.
2. Add Individual Climbers.
3. Distribute credentials to Climbers.

Step 5: Prepare for class.

Ahead of Class

1. Ensure all lesson materials & activities are printed with copies for you and your Climbers.
2. Ensure that all digital Career Climb activities have been assigned to Climbers before the start of class. For more information, see this article.

Day of Class

1. Ensure that all Climbers have working devices with internet access.
2. Ensure that all participants have headphones that enable them to complete the digital activities independently.
3. Ensure that all participants have access to their login cards to ensure a quick login experience.

Step 6: Support climbers during facilitated sessions.

Below are some FAQ articles to help Climbers once they have been added to the platform and assigned Career Climbs.

1. Log In Instructions for Climbers
2. Explore the Climber Dashboard
3. Complete Assignments

Step 7: Track Career Climb completion.

Once workshop sessions have been held, Staff and Coaches can track Career Climb completion in their Hats & Ladders Dashboard. This is the ideal time to take note of any participants who need additional support.

Step 8: Get support if needed.

There are two main resources to receive technical assistance.

1. Visit the Hats & Ladders Help Center.
2. Send a ticket to the Hats & Ladders Help Desk.