



## THE TOOLKIT MAP



**PINPOINT NEEDS:** Many Tennessee employers are facing human capital challenges. Use this section to articulate your workforce needs and determine your company's human capital development focus. Check out [case studies](#) to see how other companies have improved productivity by addressing workforce needs through education programs .



**ALIGN EMPLOYEE LEARNING OPPORTUNITIES WITH YOUR BUSINESS STRATEGY:** Explore a process to examine the education perks you currently offer and to consider what changes could be most impactful to better align them with your company's strategic plan. First, assess what you offer by [taking a simple inventory](#) of your learning programs and comparing them to your workforce needs and strategic plan. Then, [measure their impact](#) on your business.



**FIND RESOURCES:** Locate resources to support your company's education strategies. Included are cost-saving initiatives and other information you will find useful in identifying opportunities to make education a vital partner in your company's human capital strategy.

- [College and University Contacts](#) will identify and provide contact information for individuals at every TCAT, community college and public university in Tennessee.
- [College and Degree Opportunities to Meet Your Needs](#) will help you decide what type of degree will bring the most benefit to your company by describing what types of knowledge a certificate, associate or bachelor's degree holder should have.
- [Integrating Education into the Workplace](#) describes on-the-job training programs (internships, externships, and co-ops), classes in the workplace, and tuition assistance.
- [Resources for Your Working Learners](#) identifies financial aid opportunities, describes degree programs with flexible scheduling options, and explains how your employees can get college credit for training you have already provided them.
- [Additional Support and Resources](#) provides links to online and accelerated degree programs in Tennessee; lists local and community-based support services for employees who want to return to college and for businesses looking for resources to support them; and state training resources and grants available to businesses.



**TAKE ACTION:** Explore the 'Teachable Fit' approach – select employees (either from within or outside your company) with adjacent skills rather than traditional fit to broaden your applicant pool. Taking action also includes:

- [How to set your employees up for success:](#) Deepen your talent pool and give your employees the opportunity to gain more applicable skills and build confidence and loyalty to your organization by developing career paths, identifying your "A" team, gauging employee interest in getting degrees and matching incumbent employees' skills with hard-to-fill positions..
- [Implementing new ways to support your employees' education:](#) Creatively support your employees through evaluation of employer-provided training for academic credit, mentorship programs, partnerships with local colleges, tweaks to existing tuition assistance programs, and hosting state financial aid and other experts to talk to employees at your place of business.
- [Communicating the right message:](#) Develop a work culture that values continued learning and supports employees earning postsecondary credentials by communicating consistent supportive messages