

PHASE 1: SAMPLE Memorandum of Agreement to Conduct a Workplace Needs Analysis (Use Letterhead)

An introductory paragraph identifies all parties involved, including names, titles, and organizations.

Partnership Responsibilities

_____ agrees to the following:

Name of Business/Organization

- provide _____ number of hours of designated employees' time to participate on a WNA Team to meet regularly to plan, implement, and evaluate a Workplace Needs Analysis. WNA Team members will assist with the needs assessment, promote the planning process throughout the organization, and provide guidance to the program. (Include the time commitment for designated employees, e.g., front-line workers, lead supervisor(s), and management representative(s), etc.)

Example: One member of senior management for six two-hour meetings.

Example: 15 - 40 workers for participation in some or all of the following WNA activities: one-on-one interviews; focus groups; literacy assessments; completing questionnaires; etc. Provide either paid release time or paid equivalent stipends for workers to participate in WNA activities (hourly rate x hours);

- provide access to the facility for the WNA Team to promote the proposed WNA in the company cafeteria during lunch hours or break time, two days per week for four weeks. Provide access to conduct WNA activities, including interviews, focus groups, etc.

Example: Office space for interviews, WNA Team meetings, orientation meetings, meeting rooms for focus groups or one-on-one interviews, etc.; and

- provide Phase 2 matching contribution in accordance with Department requirements as outlined in the *Supplementary Materials for Developing and Delivering Effective Workplace Education Services*, including the provision of either paid release time or paid equivalent stipends for workers to attend class.

_____ agrees to the following:

Education Provider

- designate a lead person to orient and lead a Workplace Needs Analysis Team through the WNA process;
- design a program and prepare the required web-based program plan; and
- prepare the final WNA report, submit required web-based program plan, and submit the Standard Application for Grants package with detailed budget and match narratives.

_____ agrees to the following:

Labor Union Representative (if applicable)

- promotes the WNA process to workers;
- recruits workers for participation in the WNA; and
- participates in planning and oversight of the WNA process.

The MOA must be signed and dated by all partners.