



YCI WORKPLAN: FUNCTIONS OF A YOUTH COUNCIL IN BUILDING THE SYSTEM

The California Youth Council Institute (YCi) was established July 2001 by the California Workforce Investment Board (CalWIB) to provide technical assistance to California's 50 Youth Councils. The primary customers of YCi are the staff and members of Local Youth Councils, along with the youth practitioners of a community. YCi was launched in response to needs identified by leadership, staff and practitioners at the state and local level seeking to implement the broad vision set forth in the Workforce Investment Act – to serve as architects of and catalysts for broad-based, local youth-serving systems. YCi is managed and delivered by New Ways to Work and the California Workforce Association.

This workplan is part of an integrated set of tools designed to help your Youth Council determine progress, document success, prioritize activities and plan for improvements as you implement your vision of “All Youth-One System.” Team leaders or facilitators using this tool should review the *YCi Guidebook* prior to completing the workplan. The *YCi Guidebook* (available for downloading at <http://www.nww.org/yqi>) provides detailed instructions on how to use this tool as well as other frameworks, assessments and workplans.

Instructions:

Your team should review the *Functions of a Youth Council in Building the System* framework, and complete the *Functions* self-assessment prior to completing this *Functions* workplan. Priorities identified in your *Functions* self-assessment process should be listed as priority objectives in the left hand column of the workplan. Your team will address each priority objective by making decisions about the following:

- Tactic:*** What tactic, strategy, or activity will address the priority objective?
- Lead:*** Who, and at what organization, is responsible for conducting the activity?
- Expected Outcomes:*** What results will each tactic, strategy or activity produce?
How will you measure its effectiveness?
- Timing:*** What is the expected date of completion of the tactic, strategy or activity?

Record the answers to these questions on the template of the *Functions* workplan that follows. After time, your team should measure your progress toward meeting your priority objectives by re-visiting your workplan using the *Functions* progress report.



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FUNCTIONS OF A YOUTH COUNCIL IN BUILDING THE SYSTEM**

| Priority Objectives | Tactic | Lead | Expected Outcome | By When? |
|--|--------|------|------------------|----------|
| Convene Local Leadership to Take Action | | | | |
| a. | | | | |
| b. | | | | |
| c. | | | | |
| Coordinate Youth Services | | | | |
| a. | | | | |
| b. | | | | |
| c. | | | | |
| Measure Quality & Impact of Local Efforts | | | | |
| a. | | | | |
| b. | | | | |
| c. | | | | |
| Promote Policies to Sustain Effective Practices | | | | |
| a. | | | | |
| b. | | | | |
| c. | | | | |