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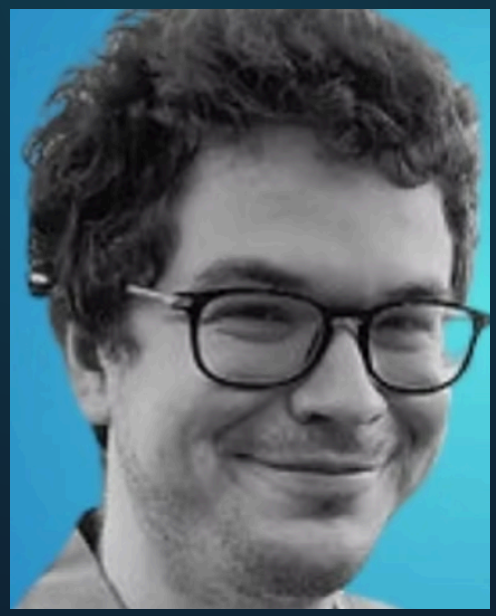
WORKFORCE · CLIMATE · LEARNING

MEET MARTIN CURTET

# How do we set up data systems to improve Workforce Operations?

*"The user is the one going through the process. The data team and the system are there to support that journey, from application and selection through orientation and training."* → Martin Curtet



**MARTIN CURTET**
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### HELPING THE PARTICIPANTS

- → Intake and recruitment tracking
- → Eligibility, acceptance & waitlist communications
- → Orientation invitations, course access & onboarding

### HELPING THE STAFF

- → Role responsibilities & operational handoffs
- → Documentation, SOPs & quality assurance
- → Tool access, system onboarding & repeatable workflows

### HELPING THE REPORTING (FUNDER)

- → KPI collection & weekly performance reviews
- → Participant, workforce & program outcome tracking
- → Funder & partner dashboards and reporting support

> *Strong workforce programs require more than instruction. They require organized systems, reliable data, clear workflows, and people who can keep every moving part aligned.*

*Martin Curtet · LIFE3*

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STEP 01 · PARTICIPANT JOURNEY

# Build a clear participant journey.

WORKFLOW

01 Application → 02 Eligibility review → 03 Selection → 04 Orientation → 05 LMS access → 06 Training start

## WHAT THE SYSTEM DOES

### From application to course access.

- → Clear applications and intake
- → Eligibility and completeness review
- → Acceptance, waitlist, or follow-up communications
- → Orientation, schedules, links, and course access
- → Prevention of missing or duplicate records

## WHO OWNS EACH STAGE

### Clear ownership across every step.

- → Programs team owns intake and communications
- → Operations owns review, scheduling, and access
- → Instructors own training delivery
- → Martin connects every stage as a key contributor

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STEP 02 · STAFF ENABLEMENT

# Help staff deliver better training.

PILLAR 01

## Setup and readiness

- → LMS and course-content setup
- → Schedule & classroom preparation.

PILLAR 02

## Live delivery

- → Attendance and participation tracking
- → Focused identification of disengaged participants

PILLAR 03

## Completion

- → Assignments, quizzes, and assessments
- → Certification and completion tracking

WHERE IT RUNS

Moodle | Monday.com | Excel | Slack | Fireflies | ChatGPT

THE GOAL

*Is to record activity and make it actionable. It is to help staff improve delivery and increase the likelihood that participants complete training and gain useful skills.*

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STEP 03 · OUTCOMES

# *Turn program activity into reliable outcomes.*

## WHAT GETS TRACKED

### *Outcomes made visible.*

- → Participation
- → Attendance
- → Completion
- → Assessments
- → Certifications
- → Employment and post-training outcomes
- → Missing or incomplete records

## REPORTING OUTPUTS

### *Reports teams can act on.*

- → Funder reports
- → Partner-ready dashboards
- → Cohort performance summaries
- → Longitudinal outcome tracking
- → Quality checks
- → Recommendations for improvement

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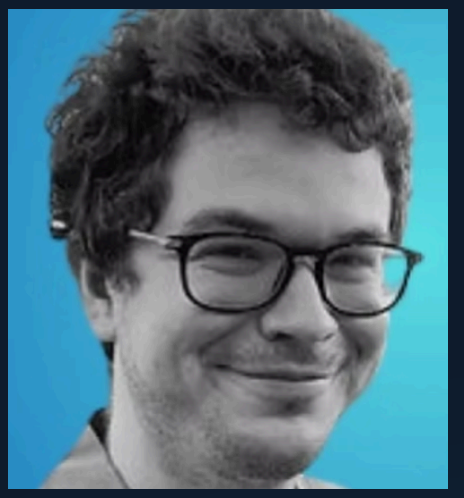
A CONNECTED CLOSING

# *Building the systems behind workforce impact.*

Workforce | AI & Tech | Clean energy | NYC

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THREE OUTCOMES

**OUTCOME 01**

*Better participant support*

**OUTCOME 02**

*Stronger program delivery*

**OUTCOME 03**

*Greater program sustainability*

*Better systems create more room for workforce impact.*