



LIFE3

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

Workforce Operations & Data · LIFE3

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



— 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.

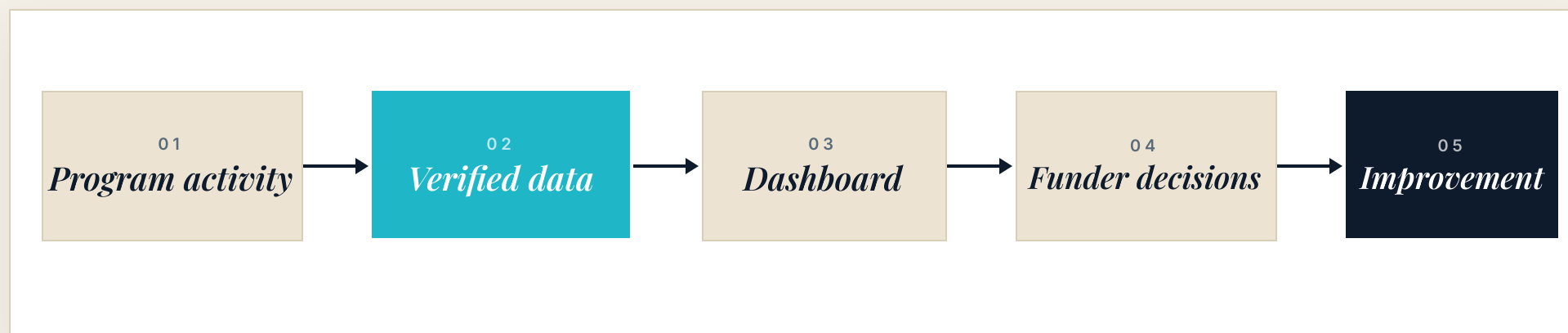


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— STEP 03 · OUTCOMES

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

When participant intake, training delivery, and reporting work as one connected system, programs become easier to manage, improve, and scale.

Martin helps LIFE3 build that operational foundation by connecting people, processes, and data across the workforce-development cycle.

“If we have a data system that supports the training program, we improve our chances of success, demonstrate outcomes, and keep the cycle of workforce development moving.”



MARTIN CURTET

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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.