

IMPLEMENTATION CHECKLIST



“Enabling transformation and change through trained educators and youth workers and inclusive workplace environments by creating an innovative methodology and resources for the development of life skills and employability competences in young adults with learning disabilities and difficulties, while supporting their transition into inclusive workplaces.”

This checklist illustrates how each role contributes to the implementation process of the Good Job approach. It helps schools plan, monitor, and coordinate activities across all team members. This is an editable document, please, use it to add more tasks as they fit in the school's internal procedures.

Implementation Activity	Good Job Lead	Staff Training Coordinator	Transition Coach or Mentor	Inclusion Ambassador	Quality Coordinator	Family Liaison
Establish commitment and coordination	Present the Good Job approach to leadership; assign roles and timeline.	Support internal launch session; outline training needs.	—	Promote inclusive values and engagement.	Define data collection framework.	Inform families about project objectives.
Map stakeholders and internal resources	Identify team members and community partners.	Identify training priorities.	Offer perspective on learner support needs.	Encourage diverse staff participation.	Document resource mapping results.	Help connect with families and local organisations.
Staff awareness and training sessions	Oversee training schedule and participation.	Deliver or coordinate Good Job Training Modules.	Participate in mentor training.	Share examples of inclusive practice.	Monitor completion of training activities.	Communicate purpose and benefits to families.
Check and nurture learners' motivation	Promote the approach as a positive endeavour not a correction measure	Support the team with subtle coaching techniques to increase learners' motivation	Organise initial short coaching sessions to check learners' motivation and general needs	Help the Transition Mentor with any inclusion measures and adaptations	Check the coaching sessions lead to student-led aims, rather than recommendations by the mentor	Inform families about the possibility to gain extra support for their children.
Learner assessment and profiling	Ensure use of the Good Job Assessment Tool.	Provide refresher on assessment tools.	Conduct individual assessments with learners.	Promote inclusive assessment practices.	Collect and compile data from mentors and teachers.	Inform parents and gather their input.

Co-design of individual transition plans	Approve and monitor planning process.	Support mentors in using planning templates.	Lead co-design sessions with learners.	Advise on accessibility and inclusion needs.	Ensure consistency and record keeping.	Participate in meetings when appropriate.
Implementation of learning and mentoring activities	Coordinate logistics and partnerships.	Support mentors with ongoing training.	Mentor learners and facilitate skills sessions.	Encourage participation and visibility.	Track progress indicators.	Encourage family engagement in learning activities.
Community and employer engagement (if applicable)	Establish links with external partners.	Align staff preparation with outreach goals.	Prepare learners for workplace experiences.	Promote inclusive values externally.	Evaluate impact of outreach activities.	Share stories and maintain contact with families.
Review and reflection meetings	Lead review sessions and ensure follow-up.	Gather feedback on training outcomes.	Reflect on learners' progress with Quality Coordinator.	Collect insights from staff about inclusion.	Compile evaluation summary and recommendations.	Gather parent feedback on impact.
Institutionalisation and sustainability	Integrate approach into school policies.	Embed modules into professional development plans.	Continue mentoring as part of standard practice.	Maintain inclusion awareness programmes.	Update evaluation templates for future use.	Keep communication open with families and new students.

How to Use This Implementation Checklist?

- Adapt the activities and roles according to your school's size and context.
- Use it as a planning or monitoring tool – add dates, tick boxes, or notes as needed.
- It can also serve as a presentation resource to show teamwork in action.

