



CAREER CONNECTED
LEARNING PHL

Positioning Philadelphia's Youth for Career Success

Closing Out Your C2L-PHL Program for the School Year | March 20, 2025



Erica Hoskins
Education Specialist



Jay Kamau
Education Specialist

Foundations, Inc. Your Capacity Building Partner



Build Capacity

Capacity Building and Support



Strengthen Skills

Professional Learning



Elevate Techniques

Resources

What is Capacity Building? The Toolbox

What you're able to do with what you have

- Human
- Organizational
- Technical
- Partnership

Growing what you're capable of doing

- Improving Skills
- Strengthening Systems
- Leveraging Resources
- Enhancing Partnerships

Objectives

- Identify key tasks in the closeout process
- Describe transition strategies to help identify considerations for planning for summer and next school year
- Develop closeout activities for youth, families and caregivers, and partners

C2L Participation

What has been a highlight during C2L programming this past year?

Overview of the Closing Process

- Programmatic closeout
- Communication and relationships



Programmatic Closeout



DATA COLLECTION AND
REPORTING



CURRICULUM AND
MATERIALS

Programmatic Closeout



PROGRAM EVALUATION

Programmatic Closeout with JEVS



FINANCIAL CLOSEOUT

Communication & Relationships



- Family/caregiver communication
- Partner communication
- Staff appreciation

Lessons Learned Case Study

- The Afterschool Club for Youth
- Staff turnover
- Lack of procedures



Additional Communication



Community outreach



Program summary

Pause and Reflect

- Discuss what strategies you already have planned
- Are there any that you plan to include in your program close out?
- What activities have you done in the past to closeout your program with youth?

Program Closeout Activities for Youth

- Written reports
- Oral presentation
- Posters
- Exit interviews and surveys



Collaborative Closeout Case Study

- The Learning Foundations program
- Struggled to coordinate closeout activities



Next Steps

Reflection
and
evaluation

Planning for
the future

Knowledge
transfer

Connecting
with partners

Resources and Tools

- Tools & Templates
- Virtual PDs

Register for the next PD Opportunity by visiting the Virtual PD Events page

Resource Library

Home

- Virtual PD Events
- Tools and Templates
- Guides
- Podcasts and Media
- Self-paced Learning
- Explore
- JEV5 Technical Assistance
- Help Desk

REMINDER: JEV5 Office Hours are Monday - Friday 12 - 6pm

Explore. Learn. Thrive.

Welcome to C2L - PHL Resource Library! Here's how to make the most of your journey:

Self-Paced Learning: Start with the Learning Modules tab to get onboard with C2L-PHL continuum and high-quality programming. Afterwards, you'll be ready to engage with our community through forums and discussions. Register for upcoming PD on our Virtual PD Events page. Connect with the youth workforce ecosystem to hear insights on the latest trends and best practices through our Podcasts and Media page.

Discover Resources: Dive into a wealth of knowledge curated for your success. Check out our Tools and Templates page for a comprehensive collection of resources you can use to enrich your youth workforce programming. Looking for something more? Check out our Explore tab to find external resources.

Begin to Develop a Plan



Program Closeout Process

1

There are several things to consider when preparing to closeout your program for the session. This template lists out the key considerations in the closeout process as well as examples of information to collect or actions to take during each step. An example is shown below; the bottom half is an empty template so you can enter in information from your program.

Program Name: ABC After School Program **Session Description:** Fall/Spring

Closing Process	Description	Examples
Programmatic Closeout	Data collection and reporting	Youth roster that includes contact information, age, race/ethnicity, school name.
	Curriculum and materials	Syllabus
	Program evaluation	Hello Insight, Financial Literacy Survey
	Financial closeout	Invoices, receipts, time sheets for staff
	Reflection and evaluation	1:1 or small group meetings with staff and youth
Communication & Relationships	Family/caregiver communication	Newsletter, email with information about closing activities relevant for them
	Partner communication	Newsletter, email with information about closing activities relevant for them

Keeping TABBs

T
A
B
B

Takeaway
Action
Barriers
Benefits



C2L-PHL Resource Library Reminder

Universal Support

- Virtual Training Sessions
- Tools and Templates
- Guides
- Podcasts and Other Media
- Collaboration and Engagement

Capacity Building Virtual PD Events

March 27

Creating Meaningful C2L Experiences

10 am - 12pm



Roads to Careers: Southeast PA Summit

Tuesday, April 15

Registration is 9:30am - 10:00am

The event is 10:00am - 4:00pm

Free Library of Philadelphia, Parkway Central
Library

Cohosted with Roadtrip Nation

Questions?

careerprograms@foundationsinc.org