TRADE INSTITUTE OF PITTSBURGH

TIP Program Process Model

1 OUTREACH

- Social media, student referrals, supporter referrals, and incarcerated
- Outreach at correctional facilities, halfway house renewal center, high schools, women centered events
- Target student audience:
  Formerly incarcerated
  High school graduates
  Immigrant community
  (ex. Haitian, Latino, Afghan, etc.)
  Women

2 ENROLLMENT

- Waitlist
- Intake (application)
- Interview

3 PROGRAM

WEEKS: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 56

TRADE PROGRAM

- Orientation Week
- Masonry program — 11 weeks
- TIP Certificate — 14-months
- Carpentry program *Selection begins & program — 7 weeks
- TIP Certificate — 14-months

Re-entry & Wellness Resources

- The Gratitude Circle (each morning)
- Case management
- Life coaching (weekly)
- Transportation support
- Banking class
- Substance abuse workshop
- Math course
- Drivers license program
- Career Readiness Course

4 JOB PLACEMENT

- Ongoing recruitment and relationship building with employers
- Comprehensive profile of each participant (strengths & weaknesses)
- Job Developer collaborates with instructors and other TIP staff to determine ideal job placement
- Build resume & mock interviews
- 1 month weekly check-in with graduate & employer

5 JOB RETENTION

- Exit interview & Exit math test
- Alumni council
- Graduate Vision Map/ ISP (Individualized Service Plan)
- Annual themed resource workshops
- Check-in every 25th of the month
- Student signs annual follow-up contract