



# Contract Training

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## Definition, Best Practices, and Implementation Plan

Workforce and Economic Development

*May 2024*

# Original Board Motion from January 2024

The Minnesota State Board of Trustees is supportive of contract training and recognizes its strategic importance to Minnesota State and the State of Minnesota. The Board of Trustees endorses the creation of a definition for customized contract training, the establishment of best practices, and the creation of individualized implementation plans for each college and university. The board charges the chancellor and his team with providing an update to the board in four (4) months.

# Project Results



# Definition of Contract Training

For Minnesota State, Contract Training is any contractual educational service tailored to the needs of an organization. As a trusted workforce partner, we leverage the collective strength of 26 state colleges and 7 state universities to continuously deliver timely, results-oriented training solutions which positively impact workforce and economic development for the state of Minnesota.

Our Contract Training solutions:

1. are customized, flexible, and responsive to the needs of the client.
2. support reskilling, upskilling, and lifelong learning through intentionally designed pathways.
3. are relationship-based and results-driven.
4. advance the client's mission and vision.
5. bring value to the state, system, and educational institution.
6. expand opportunities for social and economic mobility for all learners in our region.
7. make Minnesota State contract training a comprehensive business and a social good at the local and state levels.

*“This definition applies only to Contract Training and does not refer to other forms of education conducted by our campuses such as continuing education focused on the needs of individual learners (rather than the needs of a business), free workshops for the community, grant-funded summer bridge programs, and the like.”*

# Best Practices:

- » 12 best practices defined
- » Broken into three categories for clarity and effectiveness:
  - Processes – a recommended sequence of steps for contract training to achieve outcomes.
  - Operational – aspects for consideration in running a contract training practice within the college or university.
  - Staffing – models to consider when determining how to staff contract training departments.

# Implementation Plan

A fillable document that serves as a guide for each college or university...

## Components of the plan include:

- » History
- » Overall Goals
- » Unit Goals
- » Overall Finances and Benchmarks
- » Division Finances, Benchmarks, and Strategies
- » Quarter Goals
- » Communication Plan
- » Communication Timeline
- » Staff Responsibilities
- » Institutional Alignment

# Questions for Consideration and Discussion

- » How do you perceive the outcomes of the contract training project, and what are your thoughts of their impact on the system?
- » How can the Board support the implementation of the definition, best practices, and implementation plan across the system?
- » What specific challenges or concerns does the Board have with the results of the project that should be addressed to ensure the efficiency and effectiveness of our contract training units?

# Thank you.



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