Proposed Agenda

Item	Time Allotted	Desired Outcome	Action Items & Notes
Introductions -Name, Organization, and WIOA programs/services	10 mins	Increased understanding of services provided in the region	
Integrated Service Delivery -Discuss integrated service delivery goals, -One-Stop Operator (OSO) role, and -Comprehensive One-Stop Center (OSC) certification narrative	10 mins	Knowledge of the process for developing an integrated service delivery plan	-All review OSC application narrative -Bring questions/ideas to the meeting
One-Stop Partner Insights -Complete SWOT Analysis of Service Integration (see below)	35 mins	Understanding of current strengths, opportunities, weaknesses, and threats to service integration	-SWOT analysis results -Action items to be addressed
Next Steps -Sign up for an individual meeting with OSO	5 mins	 All one-stop partners are invited to meet with OSO independently as needed Discuss site visits (as applicable) 	

SWOT Analysis Overview

The SWOT Analysis is a strategic planning model used to help a business better understand the environment it is operating in by examining the positives and negatives of internal and external factors. However, this model is not only useful to individual businesses but can also deepen understanding of how systems are operating. We will use the SWOT Analysis model to help frame our conversations around the strengths, weaknesses, opportunities, and threats to service integration within the Coastal Counties one-stop system.

Strengths

Internal capabilities that may help a company reach its objectives

Weaknesses

Internal limitations that may interfere with a company's ability to achieve its objectives

Internal

External

Opportunities

External factors that the company may be able to exploit to its advantage

Threats

Current and emerging external factors that may challenge the company's performance

Positive

Negative

Key uses of the SWOT:

- Understanding strengths
- Analyzing weaknesses
- Finding opportunities
- Avoiding threats