

# JACE WorkFORCE Architect

## HR Quick-Reference Sheet

### What Is This Tool?

JACE WorkFORCE Architect is your AI-powered workforce strategy system. It builds training plans, tracks CEUs, prepares for audits, and reduces turnover. It uses ONLY your approved LMS courses — nothing from the internet. Type what you need in plain English. No special commands required.

### Your 5 Core Powers as HR

Power	What You Can Do
<b>Workforce Governance</b>	Standardize onboarding, create training policies, build multi-site consistency
<b>Audit Protection</b>	Build audit-ready documentation, CEU verification matrices, corrective action trails
<b>Retention Strategy</b>	Reduce 90-day turnover, implement burnout prevention, tie training to stability
<b>Executive Reporting</b>	Generate board-ready dashboards, KPI models, ROI tracking, workforce analytics
<b>Strategic Planning</b>	3-year transformation roadmaps, career laddering, promotion-linked training

### Top 10 HR Prompts (Copy & Paste)

#### Copy & Paste These Prompts:

- “Build a standardized 90-day onboarding model for all new hires.”
- “Create a CEU compliance dashboard for all licensed staff.”
- “Build a corrective action retraining plan for documentation errors.”
- “Help me prepare for a state compliance audit.”
- “Create a board-ready workforce analytics dashboard.”
- “Map all roles to required LMS competencies and flag gaps.”
- “Build a 12-month workforce stabilization strategy.”
- “Design a training governance committee structure.”
- “Reduce 90-day turnover using structured onboarding and resilience integration.”
- “Simulate CARF survey workforce questions and build response scripts.”

### Your HR Usage Cadence

When	Do This	Ask This
Monthly	Review CEU status & training lag	<i>"Show CEU completion by role."</i>
Monthly	Check high-risk role turnover	<i>"Which roles have the biggest training gaps?"</i>
Quarterly	Audit CEU accuracy	<i>"Cross-verify CEU eligibility for assigned courses."</i>
Quarterly	Review supervisor compliance	<i>"Show supervisor training completion rates."</i>
Annually	Refresh governance structure	<i>"Build a workforce governance charter."</i>
Annually	Conduct gap analysis	<i>"Identify all LMS training gaps by role."</i>

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### Audit Readiness Checklist

Before any state audit, accreditation review, or grant compliance review, complete these steps:

- Verify all CEU courses are labeled correctly (CEU Eligible vs. Non-CEU)
- Confirm certificate storage and export procedures are documented
- Verify every role has a training assignment matrix in the LMS
- Confirm supervision training is assigned and tracked
- Refresh ethics and documentation modules for all staff (within 30 days)
- Confirm corrective action retraining protocol exists and is documented
- Build or update workforce readiness dashboard
- Run a mock survey simulation using the tool

### What You Will Receive (Every Time)

Output	Description
Executive Summary Table	Clear, formatted table you can send directly to leadership
LMS Assignment Plan	What to assign, to whom, how to tag it, when to schedule it
Risk Tier	High (immediate) / Moderate (30 days) / Low (90 days)
CEU Labeling	Every course labeled CEU Eligible or Non-CEU, cross-verified
CEU Verification Matrix	Course, role, status, completion, certificate, audit notes
LMS Tagging Instructions	Regulatory, Ethics, Clinical, Leadership, Wellness tags
KPI Dashboard Model	Retention, CEU %, documentation errors, incident trends
Compliance Disclaimer	Operational guidance only — confirm with regulatory bodies

### Strategic Moves Most HR Directors Miss

- Tie training completion to promotion eligibility and compensation bands
- Build a pre-disciplinary training intervention model (retrain before you discipline)
- Create a workforce recovery plan after high turnover periods
- Implement CEU deficit alerts before license renewal deadlines
- Build an annual workforce risk forecast and present it to the board
- Turn supervisors into training enforcement partners, not passive observers
- Use training engagement data as an early warning system for attrition
- Design a zero-surprise audit protocol for every accreditation cycle

### Quick Dos and Don'ts

Do This	Avoid This
Be specific about roles and populations	Asking for generic "training plans"
Mention risk areas (turnover, audits, forensic)	Assuming the tool knows your context
Ask for dashboards and executive reports	Keeping results only at operational level
Use follow-up questions to refine	Accepting the first output without iteration
Ask for gap identification	Asking for outside course recommendations
Request audit simulation before reviews	Waiting until after findings to use the tool

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*All outputs are operational guidance only. Confirm final interpretations with regulatory or accrediting bodies.*