

# INSTITUTIONAL PLANNING

Wis. Stats. 38.50 (10) (a)  
Form EAB 1.10 (Rev. 02/12)



STATE OF WISCONSIN  
EDUCATIONAL APPROVAL BOARD  
201 WEST WASHINGTON AVENUE, 3<sup>RD</sup> FLOOR  
MADISON, WI 53703  
(608) 266-1996

The Educational Approval Board (EAB) is a postsecondary education agency that employs a regulatory model focused not only on compliance, but also institutional effectiveness. To facilitate an environment in which schools seek to be effective organizations that improve over time, the EAB requires schools to submit evidence appropriate planning has been conducted. Although similar to a strategic or business plan, this information will enable the EAB and school officials to engage in a dialogue over time about the future of the school.

Schools that already have some type of strategic or business plan (e.g., schools that have either a corporate or accreditation plan) must adapt these documents to the following requirements and focus on Wisconsin operations and students. The EAB does not expect any school to divulge any sensitive, proprietary business information. The information must address the five elements identified below and provide the information requested.

## I. SCHOOL INFORMATION

Name of School:

**Riley Technologies, LLC, dba: New Horizons of Wisconsin**

## II. PLANNING ELEMENTS

**A. MISSION.** Describe your school's mission and vision, which identifies its purpose and its core values.

Riley Technologies, LLC, dba: New Horizons of Wisconsin delivers high-quality Information Technology (IT) training for businesses and residents in the state of Wisconsin. Our programs offer professionals the opportunity to improve their abilities, performance and careers through a variety of methods and plan choices. We provide training in areas such as Microsoft, Cisco, CompTIA, VMware and Project for both working professionals and job seekers. Our focus is the value of IT Certification(s) and we work closely with Wisconsin Workforce Development centers to ensure maximum IT placements throughout the state of Wisconsin.

**B. MARKET.** Discuss the nature of your school and the business in which it is engaged. Describe who your existing and/or potential customers are and what motivates them to enroll in your school. Explain how you let these customers know you are in business. Finally, identify who your competitors are and how you are different from them.

Riley Technologies, LLC, dba: New Horizons of Wisconsin has a clear vision of the type of candidate for its Career Development Program. Candidates include recently displaced workers, returning veterans, or underemployed workers who are either able to fund the training program via personal means, through their current employer, or qualify for government assistance. These individuals often display a strong passion and motivation to learn new skill sets or updating current skills in order to obtain gainful employment. For those who are very motivated to become an IT professional we offer programs that focus students on gaining employment in the general help desk/call center of IT. We feel this is the starting point for all IT professionals and is a very attainable goal for them.

Additionally, we accept students who are highly motivated to become an Administrative Professional. In all situations we will have a thorough interview process with multiple stakeholders of this program to determine their ability and motivation to be successful in all aspects of the program offerings.

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**C. MANAGEMENT.** Describe your management team and how it functions to lead, administer and position the school. If your school has advisory boards, describe how the school uses them for program and school improvement.

The Management team consists of Owner-Patrick Riley, Operations Manager-Sheila Jilot and Career Development Manager-Abbey Diedrich, who both report to Mr. Riley. During the initial intake, prospective students interact with Mrs. Diedrich to determine the proper program and certifications that the student wishes to receive. Once the program has been determined, Mrs. Diedrich will then assist the student through the duration of the program. As growth of the school continues, new team members will be brought on board to assist Mrs. Diedrich with the process. The new team members monitor the students progress, determine students motivation, and provide employment counsel.

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**D. SWOT ANALYSIS.** Identify your school's strengths, weaknesses, opportunities and threats (SWOT). Based on the results of this SWOT analysis, provide the following:

- 3 to 5 goals for strengths/weaknesses and how they will be addressed by your school.
- 3 to 5 goals for opportunities/threats and how they will be addressed by your school.

The goals should have specific objectives, defined results, a timeline for completion and metrics (some type of evaluation or measurement) by which the institution can evaluate/measure their success. In developing its goals, the school may wish to refer to the Elements of Effective Institutions graphic that is included on the back page of this form.

See Appendix B

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**D. SWOT ANALYSIS** *(continued)*

See Appendix B

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**E. FUTURE THINK.** Describe your school 5 years from now. What will it look like and how it will be positioned in the market place.

- In 5 years from now, Riley Technologies, LLC dba: New Horizons of Wisconsin will continue to be a preferred training provider of Information Technology (IT) Skill Enhancements, Leadership and Human Resources in Wisconsin.
- We will have made a difference in the lives of several individuals by providing proper training instruction to advance their skill sets in order to obtain gainful employment, career enhancement and certifications.
- We will continue to evaluate the skills and experience levels of individuals to identify education and career goals in order to properly place them in a program that will be the best fit.
- Our relationships with the Workforce Development and Job Centers will continue to grow and ensure maximum IT, Leadership and Human Resource placements throughout the state of Wisconsin.

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**III. SUBMISSION**

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***I hereby certify that the information contained on this form and any attachments to the form is true and correct to the best of my knowledge.***

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Signature of Authorized School Official:

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Print or Type Name and Title of Authorized School Official:  
Patrick Riley, President

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Date:

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## INSTITUTIONAL SYSTEMS

